

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1941 Agricultural Conservation Program  
Southern Region Bulletin 503-Wheat

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INSTRUCTIONS FOR CHECKING AND REPORTING 1941 WHEAT ACREAGE of Agriculture

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## PART I - INTRODUCTION

The acreages of wheat (including both seeded and volunteer) and of wheat mixtures not classified as wheat must be determined early in the growing season for all farms:

1. To be considered as wheat allotment farm in 1941; or,
2. For which a Form F.C.I.-112W "Application for Wheat Crop Insurance", has been accepted by the county committee.

The method used for measuring may vary with the county, but in all cases the individual fields of wheat and wheat mixtures must be properly identified on farm maps drawn to scale or on aerial photographs.

Reporters and acreage computers who rendered satisfactory service in the regular check of performance in 1940 should be used where practicable in checking 1941 wheat performance. Where other reporters or ~~acreage~~ computers are employed, they must meet the qualifications specified under the instructions for employing reporters and acreage computers for use in checking performance under the 1940 Agricultural Conservation Program.

Where plane-table maps or aerial photographs were used in checking performance under the 1940 Agricultural Conservation Program and the same plane-table maps or aerial photographs (or reprints from the same negatives) are used in checking 1941 wheat performance, the reporter must be very careful to note any changes in the boundaries of the permanent fields indicated thereon if there is any wheat or wheat mixture in the field. Failure on the part of the reporter to indicate any changes that have been made may result in erroneous acreage determinations for the plots in the fields in question. Instructions for the care and use of aerial photographs as set forth in performance instructions issued under the 1940 Agricultural Conservation Program must be carefully followed in checking 1941 wheat performance.

When the performance reporter is on a farm checking wheat acreage, he should also make any further check which is necessary under the 1940 Agricultural Conservation Program in connection with soil-building practices carried out subsequent to the regular check of performance in the spring or summer of 1940.

Each reporter shall mail or bring to the county office at the end of each day a report showing the farm serial numbers of the Forms 512 prepared by him that day. For this purpose the county office should furnish each reporter an adequate supply of "Official Business" envelopes or cards addressed to the association secretary.

Form SR-512A and Form SR-512B - "Performance Report" (hereinafter referred to as Form 512) will be used in Area A and Area B respectively, to record the designated data for each field of wheat (including volunteer wheat) or a wheat mixture. Form 512 will be executed in the original only and will cover only the land included under a single work sheet.



Care should be taken in the use of Form 512, both in the field and in the county office, since the same form used in checking wheat acreages will later be used in the regular check of performance for 1941. No erasures on Form 512 will be permitted. Where it is necessary to correct an entry on the form the person making the correction shall draw a line through the original entry leaving it clearly legible and shall initial the alteration.

In all cases the farm operator or his representative should accompany the reporter when he checks the wheat acreage on the farm.

## PART II - EXECUTION OF FORM 512 FOR WHEAT.

### A. Preliminary Entries in County Office.

1. Heading: Farm Identification: Enter in the space provided the State and county code and the 1941 farm serial number. The farm serial number may be taken from column 2 of Form SR-504-W, "County Listing Sheet for Wheat."

If aerial photographs are to be used in checking wheat acreages, enter the enlargement number(s) of such photograph(s) in the space provided.

Enter in the spaces provided the location or description of the farm from the corresponding Form SR-301 "Farm Work Sheet."

Enter in the space provided the 1940 tilled acreage on the farm. This tilled acreage figure may be taken from Section 4 of Form SR-412. In the case of farms that have been reconstituted for 1941 the tilled acreage may be obtained from column 4 of Form SR-504-W.

Section 1. Names and addresses of operator and landlord: Enter in the spaces provided the names and mailing addresses of the operator and the landlord(s).

The name of the operator and the farm serial number should also be entered on the reverse side of Form 512 in the spaces provided immediately preceding Section 2.

### B. Entries by Performance Reporter.

1. Section 1. Names and Addresses of operator and landlord: The reporter should verify the names and mailing addresses shown in Section 1 at the time he visits the farm and makes any necessary corrections therein.
2. Section 2. Land use and disposition of crops:

- (a) Field number: Enter in column A from the enlargement or map the number of each field or plot (hereinafter referred to as field) of seeded wheat, volunteer wheat or wheat



mixture on the farm. If there is not sufficient space to enter all the fields on one Form 512 additional forms shall be used and properly identified by entering the farm serial number in the heading of the form.

- (b) Name of crop or land use: Enter in column B a description of the wheat in each field, that is, whether "seeded wheat," "volunteer wheat," or "wheat mixture."

For each field of volunteer wheat reported in column B the reporter shall also enter in that column the disposition which the farm operator states will be made of the volunteer wheat in the field.

Fields seeded to a mixture containing wheat will be classified as seeded to a wheat mixture only in those cases where, under the provisions of the applicable State Handbook, the land could not properly be classified as seeded to wheat.

- (c) Name of producer. Enter in column C the name of the producer who furnishes the labor in connection with the production of the wheat crop in the field. Where a farm is composed of two or more separately owned tracts the name of the landlord for the field in question shall be entered on the line below the name of the producer. In such cases a line shall be drawn through Columns A and B opposite the name of the landlord.

- (d) Fractional share: Enter in columns D, E and F the percentage shares (33.3%, 66.7%, etc.) or the fractional shares ( $1/3$ ,  $2/3$ , etc.) of the crop in the field to which the landlord, tenant operator, and other tenant or sharecropper are entitled under the lease or operating agreement. If one person receives all of the crop the word "all" shall be entered in the appropriate column.

Section 6. Signatures: After the reporter has visited each field of seeded wheat, volunteer wheat and wheat mixtures on the farm and has entered the necessary data on the farm map or aerial photograph(s) and in Section 2 of Form 512, the farm operator or his representative shall be requested to verify the correctness of the entries and to affix his signature and the date thereof in line 1. This signature shall be obtained at the time of the reporter's visit to the farm if practicable. The reporter shall affix his signature and the date thereof in line 2.

#### C. Calculating Acreages in County Office

Where enlargements or other accurate maps are used, field and plot acreages shall be determined in the county office by the use of planimeters or rotometers.



1. Form SR-523 (Sample)

PLANIMETER RECORD SHEET

494

(Farm Serial NO.)  
AKG-14-182  
 (Enlargement Nos.)  
263474  
 (Planimeter No.)

Field No.	Plot Designations and Acreages										Sum	In Field	Total
1	a	2.3	b	1.8							4.0		4.1
	4903 =	2.3	4969 =	1.9									
	4880		4950 =	1.8									
	4852 =	2.2	4932 =	1.8									
		2.2		1.8									
2	a	3.2	b	1.5	c	2.5					7.1	0930 = 7.3 0857 0785 = 7.2 7.2	
	4863 =	3.2	9892 =	1.4	0980 =	2.5							
	9831		9878		0955 =	2.5							
	9800 =	3.1	9862 =	1.6	0930 =	2.5							
		3.1		1.5		2.5							
3	a		a	8.8	b	1.4	c	12.9	d	3.4			
	1046 =	9.0	1220 =	8.8	2067 =	1.4	2343 =	12.9	2424 =	3.2			
	0956 =	8.7	1132		2053 =	1.3	2214 =	12.8	2392				
	0864 =		1045 =	8.7	2040 =	1.3	2086 =	12.8	2358 =	3.4			
				8.7		1.3		12.8		3.3			
-	e	1.0									27.1	4002 = 27.6 3726 3451 = 27.5 27.5	27.7
	4102 =	1.1											
	4091												
	4081 =	1.0											
		1.0											
4	a	12.8	b		b	6.1					18.8		18.9
	8459 =	12.7	8102 =	8.1	8246	6.2							
	8332		8021 =	7.8	8184	6.1							
	8204 =	12.8	7943 =	7.8	8123 =	6.1							
		12.7				6.1							
5												7643 = 22.9 7414 7186 = 22.8	22.7

11-18-40

(Date)

D. C. Brown

(Signature of Acreage Computer)

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Acreage computers without previous experience should be given sufficient training before making official acreage determinations, and their competency should be fully established before they are so employed. All instruments to be used should be placed in good working order and checked for accuracy before they are used in acreage determinations and thereafter they should be checked at least twice each week.

One competent person in each county office shall be placed in charge of the acreage computers and shall be responsible for maintaining proper standards of accuracy. Night shifts of acreage computers should not be employed unless absolutely necessary, and, where employed, adequate lighting and supervision must be provided to assure that the standards of accuracy are maintained. A sufficient number of fields of various sizes (including plot and total field acreages) should be checked by the supervisor for each computer frequently (at least once each week) to determine the accuracy of the computer's work and such checks should be properly recorded and preserved in the county office records.

All planimeter or rotometer readings shall be recorded directly on Form SR-523, "Planimeter Record Sheet," (hereinafter referred to as Form 523) which will form a permanent part of the farm's performance records for the year. The county office should mimeograph a supply of Form 523 for use in connection with wheat performance. This form will be filled out in the county office in substantial accord with the illustration set out below. No erasures of any kind may be made on this form. In making planimeter determinations, it is imperative that the roller on the instrument not be ~~Acres~~ must be reported in tenths of acres and fractions amounting to half a tenth or less shall be dropped and those amounting to more than half a tenth shall be considered a whole tenth.

2. Preparation of Form 523, Planimeter Record Sheet.

- (a) Field No. Enter in this column the field numbers of the permanent fields in which there is either seeded wheat, volunteer wheat, or wheat mixtures.
- (b) Total. If the field boundaries in 1941 are the same as in 1940 and if the acreages were accurately determined in 1940, enter in this column the total acreage for the respective fields from Form SR-411 "Planimeter Record Sheet". This entry will be used, subject to the conditions hereinafter provided, in maintaining, insofar as possible, for 1941 the acreages for permanent fields which were determined for such fields in 1940.
- (c) Plot Acreages.
  - (i) Determine the area of each of the plots which comprise the total field by making a minimum of two area determinations for each plot, recording the plot designation, the instrument readings, and the results of the subtractions. The two results which



are obtained for each plot must agree within 0.2 acre.<sup>1/</sup>

- (ii) Average the two acreage determinations for each plot, writing in the average as indicated on the sample Form 523.

If a part of a permanent field is not devoted to seeded wheat, volunteer wheat, or wheat, or wheat mixtures, and it is desirable to maintain the 1940 acreage in the permanent field for 1941, the acreage in each plot in the field must be determined at the time the wheat acreage is determined.

- (d) Sum. Enter in this column the sum of the average acreages determined for the plots in the field.

- (e) In Field. If there is no entry in the column headed "Total" or if the field is not subdivided in 1941, planimeter or rotometer the field as a whole, recording the readings and the results of the subtractions in this column. The two results which are obtained for the field must agree within 0.2 acre. Average the two acreage determinations writing in the average as indicated on the sample Form 523.

- (f) Determination of final acreages.

- (i) When there are entries in the "Sum" and "In Field" columns and these acreages do not agree, begin with the largest plot average acreage and adjust that and each succeeding plot average acreage according to the size thereof, until the sum of the plot average acreages as adjusted equals the average acreage in the "In Field" column, provided, however, that no individual plot may be adjusted more than 0.1 acre. If this condition can not be met, the field and plot acreages must be re-determined. When a balance has been obtained, enter the acreage to be used for each plot in the space provided in the upper right corner of the square in which data for the plot has been entered.

- (ii) When there are entries in the "Sum" and "Total" columns determine whether the entry in the "Total" column, is within 2% of the entry in the "Sum" column. If it is within 2% <sup>1/</sup> adjust each plot acreage in proportion to its area in such a manner that the plot acreages as adjusted will equal the entry in the "Total" column.

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<sup>1/</sup> This provision is made to take care of mechanical or physical variations over which the planimeter operator has no control, such as interpolating the vernier of the planimeter and changes in humidity, and which may be of special influence in determining acreages where fields have been subdivided into several small or irregular plots.



When a balance has been obtained enter the acreage figure to be used for each plot in the space provided in the upper right corner of the square in which data for the plot has been entered.

If the entry in the "Total" column is not within 2% of the entry in the "Sum" column the acreage in the "Total" column shall be deleted and the acreages for the plots and the field must be determined as provided in (5) and (6) above.

The plot acreages entered in the boxes at the top of the plot squares on Form SR-523 shall be used by the entry clerk in the execution of Form 512.

D. Subsequent Entries in County Office

1. Section 2 - Form 512. Land use and disposition of crops:

- (a) In Field. Enter in column G the acreage in each field listed in column A from Form 523.

Enter below the space provided for the total of column G the sum of the entries in column G and circle such entry.

- (b) For farms in Area A:

- (1) Wheat mixtures. Enter in column J the acreage in each field devoted to a "wheat mixture." Enter the total of the entries in column J below the space for the total of that column and circle such entry.

- (2) Seeded wheat. If both wheat and rice allotments are established in the county, strike out the word "Rice" in the heading of column K. Enter in column K the acreage in each field devoted to "seeded wheat." Enter the total of the entries in column K below the space for the total of that column and circle such entry.

- (3) Volunteer wheat. Enter below the space for the total of column L the result obtained by subtracting the sum of the circled entry below column J and the circled entry below column K from the circled entry below column G and circle such entry.

- (c) For farms in Area B.

- (1) Seeded wheat. If both wheat and rice allotments are established in the county, strike out the word "Rice" in the heading of column L. Enter in column L the acreage in each field devoted to "seeded wheat."



Enter the total of the entries in column L below the space for the total of that column and circle such entry.

- (2) Volunteer wheat. Enter below the space for the total of column M the total of the acreage of volunteer wheat and circle such entry.
- (3) Wheat mixtures. Enter below the space for the total of column N, the result obtained by subtracting the sum of the circled entry below column L and the circled entry below column M from the circled entry below column G and circle such entry.

Where by virtue of erroneous acreage determinations in 1940 the producer seeded an acreage in excess of the wheat allotment, the 1940 acreages may be used for the fields in question provided neither the producer nor the county office had knowledge of or could reasonably be expected to have had knowledge of such erroneous determinations. If either the producer or the county office had knowledge of the erroneous determination, the 1941 acreage determination must be used. Where under the foregoing provision an erroneous determination is used the plot acreages in the permanent field shall be listed on a supplementary Form 523 and adjusted proportionately. The supplementary Form 523 shall be marked "Supp" and attached to the original Form 523. Any such plot acreages that have been entered on Form 512 will be deleted. The adjusted data with respect to each such plot acreage shall be entered in an unused line on Form 512 and in the following line the notation "error" shall be entered in column B and the amount of the error shall be entered in column G. In such cases the farm operator shall be notified in writing of the change in acreage and that acreage allotments and performance will thereafter be determined on the basis of the correct acreages which are set forth in the notice. This notice should be included in Form SR-513A "Notice of Wheat Acreage" the instructions in connection with which are set forth in Part III of these instructions.

2. Section 6 - Signatures. After the necessary acreage figures have been entered in section 2 the clerk making such entries shall affix his signature and the date thereof in line 3 of Section 6.

### PART III. NOTICE OF WHEAT ACREAGE.

As soon as performance with respect to wheat has been checked a notice of the acreage on the farm determined to be devoted, as of the time performance was checked, to "seeded wheat," "volunteer wheat," and "wheat mixtures," shall be forwarded to the operator of the farm. Such notice shall be mimeographed in the county office and shall be in substantially the following form:



Form SR-513A

United States Department of Agriculture  
Agricultural Adjustment Administration

"NOTICE OF WHEAT ACREAGE"

\_\_\_\_\_  
Date

\_\_\_\_\_  
Producer

Work Sheet No. \_\_\_\_\_

Total acres in farm \_\_\_\_\_

\_\_\_\_\_  
Address

Wheat allotment \_\_\_\_\_

Permitted wheat  
acreage \_\_\_\_\_

Dear Sir:

Below is a summary of the information reported by the performance reporter who checked the acreage of wheat and wheat mixtures on your farm in connection with the 1941 program:

1. Seeded Wheat \_\_\_\_\_ acres
2. Volunteer Wheat \_\_\_\_\_ acres
3. Wheat Mixtures \_\_\_\_\_ acres

Remarks:

You are advised that: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you feel that there are any errors in the above figures, please inform this office at once in order that any necessary corrections may be made within fifteen (15) days. The above acreages, unless found to be incorrect, will be used in computing your 1941 agricultural conservation and parity payments, if any, and establishing acreage allotments for your farm under the 1942 Agricultural Conservation Program. It is also pointed out that the seeded acreage entered in Item 1 of this notice



is the acreage to be used by the Federal Crop Insurance Corporation in determining the total premium and total insured production for any crop insurance contract on this farm.

Very truly yours,

\_\_\_\_\_  
Chairman  
County Agricultural Conservation Committee

\_\_\_\_\_  
Initials of person  
inserting acreage data

\_\_\_\_\_  
Address

The notice of wheat acreage shall be prepared in duplicate, the original forwarded to the farm operator<sup>2/</sup> and the copy retained in the county office files. The date the notice is mailed must be shown thereon. If the farm is a non-allotment wheat farm, the permitted acreage of wheat should be entered in the space provided in the heading of Form 513A and no entry should be made in the space provided for entering the wheat allotment.

The acreages of "seeded wheat," "volunteer wheat," and "wheat mixtures" may be obtained from the Form 512, as follows:

For Farms in Area A -

1. Seeded wheat = circled entry below column K.
2. Volunteer wheat = circled entry below column L.
3. Wheat mixtures = circled entry below column J.

For Farms in Area B -

1. Seeded wheat = circled entry below column L.
2. Volunteer wheat = circled entry below column M.
3. Wheat mixtures = circled entry below column N.

A statement bringing to the attention of the farm operator the pertinent facts in connection with compliance on the farm should be entered in the space for remarks. The following are suggested statements for use in this connection and should be varied in such a manner as to be applicable to the farm in question.

"You are advised that the seeded acreage of wheat on the farm is \_\_\_\_\_ acres in excess of the wheat allotment. If this excess is disposed of by effective tillage within 15 days from the date of this notice, it will not be considered as planted to wheat. Please advise this office immediately if any acreage is removed from production in accordance with the above provision." (It is to be noted that in no case may the date of removal of excess seeded wheat be later than the final date for removing volunteer wheat.)

<sup>2/</sup> Where the farm is composed of separately owned tracts and one or more of the owners has a wheat crop insurance contract with the Federal Crop Insurance Corporation, a notice of the acreage of seeded wheat on the part of the farm which he owns shall be forwarded to him.



"The acreage of seeded wheat on your farm is in excess of the wheat allotment by more than 3 acres or 3 percent of the allotment, whichever is larger, and it will, therefore, not be possible for you to effect complete compliance by removing this excess acreage. Regardless of the use or disposition made of this excess, a deduction will be made for the overseeding."

"The acreage of volunteer wheat remaining on the land after May 1, 1941, will be considered as acreage planted to wheat and will be added to the acreage of seeded wheat which, in your case, would make \_\_\_\_\_ acres in excess of your allotment."

"The acreage of wheat mixture reported for your farm will be rechecked later in the season. If this mixture matures as such, it will be considered as a general crop. If it fails to mature as a mixture and could be harvested and sold as wheat, this acreage will be considered as seeded wheat."

In cases where excess seeded wheat acreage is to be removed from production, an estimate of the cost (determined in accordance with instructions issued by the State committee) of rechecking such acreage should be made and the notice to the producer should state that it will be necessary for him to deposit with the association treasurer that amount of money before a recheck will be made.

#### PART IV - SUBSEQUENT CHECKS OF WHEAT ACREAGE BY REPORTERS

A reporter shall visit the farm and make any necessary corrections on the farm map or aerial photograph and Form 512 in cases where:

- (1) Within the prescribed time limit the farm operator removes from production an excess acreage of seeded wheat within the limits permitted.
- (2) The acreage of seeded wheat is within the wheat allotment but the combined acreage of seeded wheat and volunteer wheat exceeds the wheat allotment and the farm operator reports the excess acreage has been disposed of by the removal prior to May 1 of an unharvested acreage of volunteer wheat; or
- (3) The farm operator requests a recheck of the acreage determinations for his farm on the basis of erroneous classifications or boundary determinations by the reporter who originally checked the farm.

In such cases the reporter shall line through and initial the entries in Section 2 of Form 512 that are then in error and enter correct data with respect to the fields in question in columns A, B, C, D, E, and F. (Entries to be made in the remaining columns will be made in the county office in accordance with the foregoing instructions, except that where the farm operator in attempting to remove from production an excess acreage of seeded wheat within the limits permitted,



actually removes a greater acreage than necessary to bring the total acreage of seeded wheat within the acreage allotment, the acreage to be considered as devoted to seeded wheat on the farm in 1941 shall be the acreage in the wheat allotment.)

Upon application of any producer for a recheck of all or any part of his wheat acreage because of the belief that an error has been made in the determination of such acreage, such recheck should be provided by the county office upon deposit with the association treasurer of an amount sufficient to defray the estimated cost (determined in accordance with instructions issued by the State committee) of such recheck to the county association. This amount shall be returned to the producer if the recheck shows that material errors were made in the first check of performance on the farm. Rechecks of all farms originally checked by reporters who have since been disqualified shall be made at the expense of the county association. Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the reporter who originally checked the farm and in all cases should be made by the best qualified reporters. Any necessary rechecks of wheat acreages in the county office should be made by a fully competent acreage computer and special care should be taken to see that entirely accurate and unbiased determinations are obtained. Such rechecks should be recorded on a separate Form 523 which should bear the signature of the acreage computer making the recheck and the date on which the wheat acreages were redetermined. All field and crop acreages which are found to be in error shall be circled on the Form 523 originally prepared.

After correcting Section 2 of Form 512 the reporter shall record in the spaces provided in Section 7 thereof:

1. The reason for the recheck, which will be "removal of excess seeded wheat" or "disposition of volunteer wheat" or both, as the case may be.
2. An identification of the portion of the farm (or crops) rechecked by listing the field numbers of the fields rechecked.
3. The field numbers of the fields with respect to which corrections in boundary lines on the farm map or aerial photograph were made.
4. The field numbers of the fields the crop classification of which was changed.

The reporter shall then affix his signature and the date thereof in line 5 of Section 7.

In each case where the producer requests a recheck of wheat acreage due to crop disposal or alleged error in measurement or crop classification, a notice of the findings of the reporter who rechecked the farm shall be forwarded to the farm operator. Form SR-513A, on which the



notation "Report of Recheck" has been entered in the heading thereof, shall be used for this purpose.

#### PART V. - COUNTY SPOT-CHECK OF WHEAT PERFORMANCE

The county performance supervisor is charged with the responsibility of making adequate field checks of the work of each performance reporter employed to determine that his work in connection with the checking of wheat acreage is acceptable.

Form SRM-419 "Performance Spot-Check Report" used in connection with performance in 1940 will be used to record the check of reporter's work. Instructions for the use of Form SRM-419 are set forth in Part VII of SRB-403A (or 403B), "Instructions for Checking and Reporting Performance," and should be followed in spot-checking wheat performance, except that:

- (1) The word "wheat" should be entered following the words "Spot-Check of:" in the heading of Form 419, and
- (2) The entry "Number of fields in farm" in Section II should include only the number of fields of seeded wheat, volunteer wheat, and wheat mixtures on the farm. It will not be necessary to advise the farm operator of the findings of the person making the spot-check unless they are such as to require a change of the acreages of seeded wheat, volunteer wheat or wheat mixture on the farm.

#### PART VI - REPORT TO STATE OFFICE

Each county office shall mail a semi-monthly report to the State office not later than the fifth and the twentieth of each month, until the checking of wheat acreage is completed, showing the following information for the period ending on the fifteenth day and the last day of the month respectively:

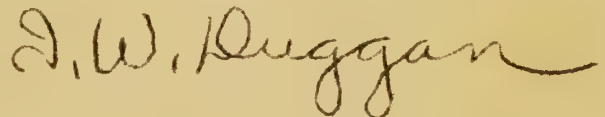
- (1) The number of farms on which wheat acreage was checked and Forms 512 executed by performance reporters.
- (2) The number of farms yet to be checked.
- (3) The number of farms for which wheat acreage was computed in the county office.
- (4) The total wheat acreage allotment for the farms included in (3) above.
- (5) The total planted acreage of wheat on the farms included in (3) above.
- (6) The number of farms included in (3) above on which the acreage of seeded wheat and the acreage of volunteer wheat exceed the allotment.



- (7) The number of farms included in (6) above on which the producers will be allowed to dispose of excess seeded wheat and the acreage that will need to be removed in order to bring them in line with their allotments.
- (8) The number of farms included in (6) above on which the producers will be allowed to dispose of an acreage of volunteer wheat and the acreage that will need to be removed in order to bring them in line with their allotments.
- (9) The total number of farms with respect to which "Notices of Wheat Acreage" were mailed to farm operators.

The State office may also require that the information in Item (1) above be shown for each reporter.

Issued November 9, 1940 with the approval of the Acting Administrator.



I. W. Duggan,  
Director, Southern Division.







UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

1941 AGRICULTURAL CONSERVATION PROGRAM  
SOUTHERN REGION BULLETIN 503A

## INSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE

(Applicable to all farms in Area A)

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## PART I. GENERAL INSTRUCTIONS

## A. ORGANIZATION

## 1.—STATE

The State performance supervisor for each State, under the direction of the State administrative officer in charge (hereinafter referred to as the State administrative officer), will be responsible for performance work in the State

The State performance supervisor, assisted by district performance supervisors, will, at the proper time, hold meetings of instruction on the performance regulations for county officials. At these meetings instructions will be given in regard to crop and land-use classification, methods to be used in measuring land, procedure to be followed in checking performance, care of materials and equipment, reports to be made, and the preparation and execution of the required forms. The purpose of these meetings of instruction is to obtain a uniform and consistent interpretation of the performance regulations and instructions by all persons in charge of or doing performance work in the State. It will also be the duty of the State performance super-



visor to prescribe examinations for every person who is to act as county performance supervisor (hereinafter referred to as county supervisor), performance reporter (hereinafter referred to as reporter), or acreage calculator.

As the performance work progresses, the State performance supervisor will be in charge of the spot checking of the performance records and measurements throughout the State. This spot checking shall begin as soon as practicable after performance work is started. A minimum of two percent of the farms measured in each State must be spot-checked by a representative of the State office. Also two percent of the farms measured in each county must be spot-checked, unless, due to unusual circumstances, the State office determines that the spot checks within the State should be distributed on another basis. Where the State office desires to obtain spot checks on less than two percent of the farms in a county the reasons therefor must be satisfactorily explained in a letter to the Director of the Southern Division. In no case should there be a spot check on less than two farms checked by any reporter employed for two or more days in making reports of performance.

## 2.—COUNTY

(a) **County administrative assistant** (county administrative officer in Texas).—Where there is a county administrative assistant (hereinafter referred to as administrative assistant), he will have charge of performance work in the county; otherwise, such work shall be under the supervision of the secretary of the county agricultural conservation association (hereinafter referred to as the secretary and the association, respectively).

The person in charge of performance work in the county will be responsible for (1) holding sufficient meetings to give adequate instruction to reporters and other performance workers in the county; (2) providing equipment and supplies needed by performance workers; (3) preparation of maps, forms, and other performance checking materials; (4) issuing performance checking equipment to field men; (5) assignment of districts to reporters; (6) holding examinations for county supervisors, reporters, and acreage calculators; (7) seeing that the performance work in the field and in the county office is begun on time and is carried on as rapidly and efficiently as possible; (8) checking the daily reports of reporters; and (9) making the required reports on performance work to the county committee and the State office.

For a list of the equipment needed to check performance see paragraph (d), page 5, SRB-403A issued March 30, 1940. A cover made of glider cloth or other suitable material for the mapping boards should be provided.

(b) **County performance supervisor**.—Where necessary, a county supervisor should be employed to assist the person in charge of performance work in making frequent checks on the work of reporters.

An additional county supervisor or an assistant county supervisor may be employed in a county only if written authorization therefor is obtained in advance from the State administrative officer. No person may be employed as a county supervisor or assistant county



supervisor until he has passed an examination prescribed by the State performance supervisor.

The duties of the county supervisor will be to (1) give adequate field instructions to reporters on the use of maps or enlargements and the classification of crops and land uses, (2) make frequent spot checks of the performance work done by each reporter, (3) recheck farms as required by reason of a complaint or request of a producer, and (4) supervise the check of crop disposal on overplanted acreage and assist in the field work in connection with this check.

Since county committeemen are charged with the responsibility of approving applications for payment under the agricultural programs, they are not eligible to serve as reporters, assistant county supervisors, or county supervisors.

(c) **Performance reporters.**—Reporters shall be employed for the purpose of checking performance and making a report thereof on farms assigned to them by the person in charge of performance work. They must be capable and dependable and must show by written examination that they have the necessary qualifications for the job. Performance work done in past years by a person who is being considered for employment this year in performance work must be examined by the person in charge of performance work. If his mapping is crude or unsatisfactory, the reporter should not be employed.

A reporter is not eligible to check any farm in which he has a financial interest of any sort or which is operated by a near relative.

Any person employed by the association in a past year who knowingly violated the regulations or instructions shall not be employed as a reporter or in any other capacity by the association.

## PART II. FIELD WORK

### A. CHECKING PERFORMANCE

Each reporter must be thoroughly familiar with the 1941 State Handbook. He must also thoroughly familiarize himself with Form SR-512A, "Performance Report" (hereinafter referred to as Form 512A), Form SR-512C, "Supplement to Performance Report" (hereinafter referred to as Form 512C), and Form SR-111, "Farm Map" (hereinafter referred to as Form 111), where used. Form 111 will be used only in those counties where performance is checked by some method other than with enlargements of aerial photographs (hereinafter referred to as enlargements) or other accurate maps. Where chain and sketch is the method used to determine performance see section 3, page 6, SRB-403A.

After receiving proper instructions, each reporter shall be assigned definite areas for checking performance, and the enlargements covering such areas, together with the corresponding Forms 512A and 512C showing the required information in section 1 and in the heading of the form, shall be turned over to him in sufficient quantity to keep him supplied with farms to check.

It is necessary in all cases that the farm operator, or a person authorized by him to act in his place, assist the reporter in making the check of performance on the farm.

All fields on the farm (that is, all areas of land tilled in 1941 or in a regular rotation in 1941, all commercial orchards, all restoration



land, all eligible noncrop open pasture land, and any other land on which an approved soil-building practice has been carried out) which have permanent or semipermanent boundaries, such as streams, roads, fence lines, ditches, turnrows, etc., shall be outlined and numbered on the enlargement, and field numbers assigned in a numerical sequence.

The outlines of the fields shall be drawn in the county office and field numbers assigned to correspond with the numbering and outline of the fields as mapped in 1940 in areas where photographs were used in 1940 and where replacement enlargements are being used. This will also apply insofar as practicable to counties that will receive photographic materials from rephotography since performance was last checked. The farm boundary lines shall be drawn in the county office. The farm serial number shall be entered inside the boundary lines of the farm.

The purpose of preparing the enlargements for field use by outlining the fields and assigning the same number used in 1940 to each field is to preserve the accurate area determinations made in 1940 for the fields. The reporter must not erase or change the permanent field boundaries. If a correction of a field boundary is necessary, the corrected line shall be drawn and the area to be added to or subtracted from the field as outlined in 1940 shall be designated as a subdivision of the proper permanent field with appropriate notations on Form 512A on the line immediately below the line used for recording data for the plot in question, except that if a portion of a field has reverted to waste or woodland it shall be outlined on the enlargement and  $\times$ 's drawn therein to show that such land is waste or woods, and such an area shall not be given a plot designation.

Where aerial photographs are being used for the first time to check performance for a given area, the reporter shall outline the fields and number each field, and also draw the farm boundary lines.

In counties where the same copies of the enlargements that were used in 1940 are being used again to check performance in 1941 the county office force shall either erase the plot lines or issue adequate instructions to reporters on changes to be made in those lines to get the results indicated in the paragraph above concerning the use of replacement enlargements.

It will be necessary in any case for the reporter to check all farm and field boundary lines for appreciable errors while he is on the farm.

The mapping that must be done by the reporter in the field is the accurate plotting of dividing lines within a field to divide the field into plots where this is necessary in order that the acreage occupied by different crops and land uses may be properly determined. It is essential that every soil-depleting crop grown on each field in 1941 be reported.

Where a part of a field is devoted to a soil-depleting crop and part is devoted to another crop or land use in 1941, or where a field is devoted to a soil-depleting crop which is cultivated by two or more persons having an interest in the crop, or where a part of a field is idle in 1941, the separate plots shall be given a, b, c designations preceded by the field number. For example, if field No. 12 is divided into three plots in 1941, the plots shall be numbered 12a, 12b, and 12c.



Where two or more general soil-depleting crops are grown on adjoining plots in a field, and only one person shares in such crops, or the division of all such crops between the tenant and the landlord is on the same basis, or where two or more of the adjoining plots in a field are devoted to nondepleting crops or land uses, it is not necessary to identify the separate plots individually unless required because a part of the field is idle or an approved soil-building practice is involved.

It is not necessary to identify by plot lines the separate land uses where small plots ( $\frac{4}{10}$  acre or less) in a field are devoted to a different crop or land use from the major crop in the field. Where plots are too narrow or too small to be properly identified on the enlargement or where terraces are considered as devoted to one crop or land use and the land between the terraces is devoted to another crop, the acreage in such plots or terraces will be determined by the reporter and entered in column B, section 2 of Form 512A.

It will not be necessary to outline the acreage of the second or third crop of commercial vegetables grown on the same land in the same year if the interest of the producers in each such crop of vegetables is the same.

If the dividing lines between the crops or practices do now show plainly on the enlargement, sufficient ground measurements from features which can be identified on the enlargement shall be made with a chain to locate by the use of a scale the necessary dividing lines on the enlargement.

It is to be noted that where strips (or terraces) in a field are devoted to a separate crop or land use the acreage occupied thereby is to be reported separately from the soil-depleting crop planted between the strips (or terraces) only in case the distance from the soil-depleting crop, row to row, on one side of the strip (or terrace) to the soil-depleting crop on the other side of the strip (or terrace) is as much as 13 feet in Oklahoma and Texas or  $13\frac{1}{2}$  feet in Arkansas ( $\frac{2}{10}$  chain is approximately 13 feet 2 inches), in which case the acreage occupied by the strip (or terrace) shall be measured from a distance  $\frac{1}{2}$  row width ( $1\frac{1}{2}$  feet in Oklahoma and Texas,  $1\frac{3}{4}$  feet in Arkansas) from the soil-depleting crop on either side of the strip (or terrace).

Where a turn is made in cultivating a crop and the turnrow or border of field is  $\frac{1}{10}$  chain or less in width, such strip shall not be subtracted in computing the area of the field. This is to be interpreted as requiring a turnrow between crops to be more than  $\frac{2}{10}$  chain in width (more than  $\frac{1}{10}$  chain for each crop) before a deduction is to be made from the area planted to the crops in such fields or plots.

The lines drawn by the reporter on the enlargement as plot lines or dividing lines inside a permanent field should be drawn as a broken line with a sharp-pointed black pencil. This broken line may be like this - - - - -, or like this ———— . The outlines of permanent fields should be solid lines.

The crops grown and the soil-building practices carried out on each field or plot, together with the names of the interested persons and their shares in the case of soil-depleting crops and soil-building practices for the persons interested therein, shall be entered on Forms 512A and 512C in accordance with the instructions set out in part III

of this bulletin. The reporter shall not attempt to identify the crops directly on the enlargement.

After checking all of the fields on the farm, numbering all of the fields and plots on the enlargement, and identifying all crops, land uses, and soil-building practices on the Forms 512A and 512C, the reporter and the farm operator shall carefully examine both the enlargement and Forms 512A and 512C to determine that all essential data have been entered thereon. This procedure must be followed.

### B. DAILY REPORTS TO THE COUNTY OFFICE

Each reporter shall mail to the county office on each day that he works, a report showing, for each farm on which performance was checked by him that day, the serial number, the name of the operator, and the amount of cropland checked. The person in charge of performance work in the county may require that a report also be made for other days, except Sunday, on which no work was done for the association by the reporter. The report shall be on a post card in the manner shown in the example below and shall be addressed to the person in charge of performance work in the county. The county supervisor must also file a report of his activities during each day that he works.

DAILY REPORT CARD			
Choctaw County, Okla.		Photo CUB 2-86	
Serial No.	Operator's name	Acres checked	(Rechecked)
2481	John Doe	56	
1462	Richard Roe	29	
1701	J. D. Parler	22	
691	A. C. Dixon (296)	90 (Part)	
Total acres		197	
July 6, 1941—Date		Please furnish this office with the above report	
Hours worked 8			
Signed] John Smith, Reporter		[Signed]	Fred R. Jones Administrative Assistant

### C. FARMS TO BE CHECKED

Performance shall be checked on all farms on which cotton, wheat, peanuts for market, or tobacco are grown in 1941 or in connection with which an application for rice payment is to be filed under the 1941 Parity Payment Program and on all other farms covered by work sheets except those where none of the interested persons expects to file an application for payment in the county under the 1941 Agricultural Conservation Program. If a person expects to file an application for payment under the 1941 Agricultural Conservation Program or the 1941 Parity Payment Program with respect to one farm, all farms in the same county in which he has an interest in the crops must be checked for performance, irrespective of whether these farms were covered by a work sheet filed within the time limit.



### PART III. PREPARATION OF FORMS 512A AND 512C BY PERFORMANCE REPORTERS

#### A. GENERAL

The entries made by the reporter on the report of performance, Forms 512A and 512C, shall preferably be made with an indelible pencil. (The information in the headings and in section 1 shall be entered in the county office with an indelible pencil, pen and ink, or typewriter.)

All entries to be made by the reporter on Forms 512A and 512C must be made by him while he is at the farm. The making of a temporary list of crops at the farm which is later to be copied on Forms 512A or 512C shall not be permitted.

Where a correction is necessary on Form 512A or 512C, it shall be made by drawing a light line through the original entry (so as to leave it legible) and inserting the correct entry immediately above or beside the deleted entry. Corrections in the data entered on Forms 512A and 512C by reporters shall be made only by a reporter or county supervisor. Each such correction must be initialed by the person who makes it.

The performance papers for a farm should be kept together in a manila folder or an envelope, properly labeled. Each report should have an expanding wallet type paper folder in which to carry all farm folders or envelopes to the farms.

Only one copy of Form 512A and one copy of Form 512C need be prepared, and in all cases the farm shall cover the land covered by a single work sheet. If one Form 512A or one Form 512C is not sufficient for reporting all data for the farm, additional Forms 512A or 512C, as the case may be, shall be prepared, properly identified, and attached to the original form. The entries to be made or obtained on Form 512A and Form 512C by the reporter when he visits a farm have been indicated by broken lines; all others shall be made in the county office.

#### B. PREPARATION OF FORM 512A

##### 1. HEADING AND SECTION 1

The heading and section 1 of Form 512A shall be executed in the county office but the reporter **shall check this information with the farm operator and make any correction that is necessary because of a change in the ownership or operation of the farm in 1941.**

##### 2. SECTION 2—LAND USE AND DISPOSITION OF CROPS

**Field No.**—Enter in column A the number of each field or plot (outlined and numbered on the enlargement or map) on which a crop is grown in 1941 or which is idle in 1941 in a regular rotation, including tilled land in orchards. New land seeded in the fall of 1941 to a crop which is to be harvested in 1942 shall not be classified as tilled in 1941.

**Name of crop or land use.**—Enter in column B the name of the crop or land use.

The names of the crops entered by the reporter must clearly identify the crops, and the use made of such crops must be shown in all cases

where the use determines whether the crops will be considered as soil-depleting or nondepleting, commercial or noncommercial, special allotment crops or general depleting crops, left on the land or harvested, harvested by mechanical means, or hogged off, etc. Idle cropland should be listed separately from any land which is devoted to a crop.

Where one soil-depleting crop follows another kind of soil-depleting crop on the same acreage in 1941, the name of each such crop shall be entered on a separate line. The name of each such crop except the first one shall be followed by the notation "(2d)", "(3)", etc., to indicate which of the succeeding crops it is.

Where a field is devoted more than one time in 1941 to the same kind of soil-depleting crop (example, commercial vegetables) and the interest of the producers in each such crop is not the same, an entry must be made for each crop on separate lines in order that the interest of the producers may be properly shown.

Where two or more general soil-depleting crops are grown on adjoining plots in a field, and only one person shares in such crops, the names of all such crops shall be listed on the same line and the fractional part of the land in the field occupied by each such crop shall be approximated by the reporter and entered immediately following the name of the crop. If the division of the crops between the tenant and landlord is not on the same basis for all crops in the field, the name of each such crop must be entered on a separate line.

Where small plots ( $\frac{1}{10}$  acre or less) in a field are devoted to a different crop or land use from a soil-depleting crop in the field, where terraces are considered as devoted to a crop or land use different from the land between the terraces devoted to a soil-depleting crop, or where there is a strip of idle land between the soil-depleting crop in a field and the field boundary as shown on the enlargement or map, the acreage **not** occupied by the soil-depleting crop in the field shall be determined by the reporter and entered in column B immediately after the name of the soil-depleting crop. This also applies to small plots of general soil-depleting crops in a special allotment crop. For example, if in a field of cotton the terraces are considered as devoted to corn and the land occupied by the terraces is found to be 1.1 acres, the entry should be "Cotton (less 1.1 acres corn on terraces)" and the entry on the following line should be "Corn (1.1 acres)." Where a nondepleting crop follows a soil-depleting crop on the same land, the names of both crops shall be entered on the same line.—Example: "Oats followed by cowpeas."

Where two or more nondepleting crops are grown on adjoining plots in a field, the names of such crops shall be listed on the same line unless a separate listing is required because a soil-building practice is involved. The fractional part of such land in the field occupied by each such crop shall be approximated by the reporter and entered in column B immediately following the name of the crop.

Where a part of a commercial orchard is devoted to crops or land uses, the names of the crops or land uses and the percentage of the field devoted to each must be shown. Where an orchard is planted to a soil-depleting crop the actual acreage measured from a distance one half row width ( $1\frac{1}{2}$  feet in Oklahoma and Texas,  $1\frac{3}{4}$  feet in Arkansas) outside of such crop strip will be considered



as devoted to that soil-depleting crop. The measurements in such cases are to be reported on a percentage basis of the whole acreage in the field.

Where a soil-depleting crop is interplanted or strip cropped with another crop, the name of each crop shall be entered in a separate line. All such crop names shall be followed by a brace (}) inserted immediately to the right thereof. Following the brace shall be entered an accurate description of the method of planting and the width of rows or strips, in order that the county office may be able properly to classify the land on which the interplanting or strip cropping was done.

Where a plot was seeded to a soil-depleting crop which was destroyed by flood, drought, hail, freezing, insects, or other natural cause, the name of the crop destroyed and the cause of the destruction shall be entered in column B along with a description of any other use(s) made of the land.

All acreages of cotton which the operator alleges to have been planted to pure strains of Sea Island cotton or American-Egyptian cotton, or which the operator alleges will produce cotton the staple of which is  $1\frac{1}{2}$  inches or more in length, shall be reported separately on the Form 512A and shall be followed by the notation " $1\frac{1}{2}$  inches" followed by the name of the kind of cotton.

Crops grown in home gardens shall all be reported under the name "Home garden."

In some cases notations and explanations are required in order to properly classify crops and land uses. The person in charge of performance work in the county shall instruct the reporters as to the notations and explanations that are applicable to crops grown in the county. Illustrations of the manner in which notations and explanations may be shown are set forth as follows:

CROP OR LAND USE	NOTATIONS
Corn-----	Sweet corn, interplanted with peas, etc.
Beans-----	String beans, soybeans, velvet beans, etc., harvested with combine, hogged off, grazed off.
Peas-----	English (canning or freezing) cowpeas, or Austrian winter.
Wheat-----	Wheat and rye mixture, 60 percent rye.
Oats, rye, barley-----	Cut for grain or hay. Left on land. Turned under. With vetch. With Austrian peas. Grazed off.
Sweet sorghum-----	For seed, for hay, for grain, for syrup.
Crotalaria, Lespedeza-----	Year seeded: pounds per acre—volunteer, sericia.
Idle land-----	Year last planted (corn 1939).
Vegetables-----	Commercial. For home use. Row width.
Peanuts-----	Hogged off, dug for hay, dug for nuts.

**Name of producer.**—Enter in column C the name of the person who, as sharecropper, tenant, or landlord, furnishes the labor with respect to each field of soil-depleting crops. Where a farm is composed of separately owned tracts of land, the name of the landlord shall be entered above the name of the person who furnishes the

labor with respect to each field of soil-depleting crops, or a separate Form 512A and Form 512C may be made and properly identified for each separately owned tract of land. Where a share tenant who is not also the operator of the farm has a sharecropper working under him, the name of the sharecropper shall be entered following and on the same line with the name of the soil-depleting crop, and the name of the share tenant shall be entered on the following line. In such cases a dash shall be entered in the column headed "Field No." opposite the name of the share tenant.

Where the operator is the only person interested in the soil-depleting crops the notation "Operator only interested person" may be entered in column C following the name of the first listed soil-depleting crop in lieu of entering his name for each field or plot of soil-depleting crops.

**Fractional share.**—Enter in the applicable columns D, E, and F, the fractional share ( $\frac{1}{3}$ ,  $\frac{2}{3}$ ,  $\frac{3}{4}$ , etc.) or the percentage share (33.3, 66.7, 75, etc.) of each soil-depleting crop in each field to which the landlord, tenant operator, and other tenant or sharecropper are entitled under the terms of the lease or operating agreement. Where the entire farm is rented to a tenant for cash, standing rent, or fixed rent, and such tenant is not also the operator, the subcolumn headed "landlord" shall be used to report the interest of the cash, standing rent, or fixed-rent tenant in each soil-depleting crop, since the landlord will not share in the crops in such cases. If one person receives all of the crop, the word "All" shall be entered in the appropriate column.

Where the notation "Operator only interested person" has been entered in column C no entry need be made in columns D, E, and F.

If there is only one producer unit on the farm the fractional share (or percentage share) of each soil-depleting crop need be entered only for the first field of each soil-depleting crop listed.

### 3. SECTION 3—NONCROP OPEN PASTURE LAND

**Field No.**—For farms in Oklahoma and Texas enter from the enlargement or map the numbers of all fields of noncrop open pasture land in the farm, and for farms in Arkansas enter the numbers of all fields of **fenced** noncrop open pasture land in the farm which is capable of maintaining, during the normal pasture season, at least one animal unit for each 5 acres of such pasture land. Care should be taken to see that no land is counted as both noncrop open pasture land and tilled land. Open pasture land is that part of the pasture land on which the predominant growth is forage suitable for livestock and on which the number and grouping of any trees or shrubs is such that the land could not fairly be considered to be woodland. The normal pasture season is the period during which the pastures in the locality normally sustain livestock without supplemental feed, but in no case shall it be less than 5 months.

For farms in Arkansas the reporter shall first inquire of the farm operator as to the total acreage of fenced noncrop open pasture land in the farm. If the operator's estimate is not in excess of one-half of the 1940 tilled acreage in the farm the reporter shall write the word "Pasture" on the enlargement in each pasture in which a soil-



building practice is not carried out and such estimated acreage shall be entered by the reporter in the space provided for the total acreage. In such cases it will not be necessary for the reporter to outline such pastures on the enlargement or to enter the field number of the pasture(s) in column A, section 3.

#### 4. SECTION 4—COMMERCIAL ORCHARDS

**Field No.**—Enter in column A from the enlargement or map the number of each field of commercial orchard (as defined in the State Handbook) on the farm, excluding nonbearing and abandoned orchards and vineyards. Enter in column B the kind of orchard. For example: "Peach," "Pecan," etc.

#### 5. SECTION 5—REMARKS

This section has been provided for additional performance data. It may also be used for special data in counties where special provisions are applicable.

(a) Enter any land use which the State or county office deems necessary. This may include fields of young nonbearing orchards.

(b) If the farm as constituted in 1941 does not meet the definition of a farm, enter a statement that it is not a farm and give the reason.

(c) If none of the farming operations specified in 1941 General Letter No. 1 has been carried out on the farm, enter "No farming operations carried out."

(d) Enter the name of each producer who expects to qualify for payment in connection with the food and feed production practice on the farm and the name and approximate acreage of any crop produced by him which he intends to use in that connection. (Example: John Doe, sweetpotatoes  $\frac{1}{4}$  acre, cane for syrup  $\frac{1}{4}$  acre, cowpeas  $\frac{1}{2}$  acre.)

(e) In the counties indicated the location of the following shall be reported in this section.

(1) **Cropping restoration land.**—Oklahoma—Beaver, Cimarron, Ellis, Harper, Roger Mills, Texas, and Woodward. Texas—Dallam, Deaf Smith, Hansford, Hartley, Moore, Oldham, and Sherman.

(2) **Breaking out native sod.**—Same counties as item (1) above.

(3) **Failure to prevent wind and water erosion.**—Oklahoma—Same counties as item (1) above. Texas—All counties.

(f) This section shall also be used for reporting data on milk cows in accordance with the provisions of SRM-516 in the following counties in Texas—Austin, Erath, Jones, Lavaca, and Taylor.

#### 6. SECTION 6—SIGNATURES

The farm operator and reporter must affix their signatures and enter the date thereof on each page of Form 512A, in the spaces provided. If Form 512A is signed by an authorized representative on behalf of the operator, such person must show the capacity in which he signs. Where section 6 has previously been executed in connection with the performance check of wheat or early commercial vegetables the reporter and farm operator shall sign under the previous signatures on Form 512A at the time the regular check of performance is made.

## 7. SECTION 7—RECORD OF FIELD RECHECK

If for any reason a reporter or county supervisor rechecks a farm measured by another reporter, he must execute this section.

(a) **Reason.**—Enter in line 1 (a) a check mark (V) in the square opposite "Request of producer," or enter the reason in line (b), whichever is applicable.

(b) **Portion of Farm Rechecked.**—Enter in line 2 "All," "Cotton," "Portion west of road," or list the applicable field numbers, etc.

(c) **Boundaries corrected.**—List in line 3 the applicable field numbers.

(d) **Classification corrected.**—List in line 4 the applicable field numbers.

(e) **Corrected by.**—The reporter or county supervisor must affix his signature and enter the date thereof in line 5.

Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the reporter who originally checked the farm. If there is more than one page of Form 512A, each page should be properly numbered by the reporter.

## C. PREPARATION OF FORM 512C

Form 512C is for the reporting of approved soil-building practices carried out on the farm in 1941. Soil-building practices which have been completed prior to the time that the regular check of performance is made on the farm should be listed on Form 512C at the time the regular check of performance is made. Soil-building practices which are carried out after the regular check of performance shall be checked near the end of the year after all such practices have been carried out.

In the case of home gardens, if the garden, as of the time of the reporter's visit to the farm, meets the specifications set forth in the State handbook, it shall be entered as a practice. However, where late practices are checked on the farm in the fall of 1941 the home garden shall be checked to see that all the specifications for the home garden practice have been met.

## 1. HEADING AND SECTION 1

The heading and section 1 of the Form 512C will have been filled out in the county office. These entries must be checked by the reporter and corrected if necessary.

## 2. SECTION 2—APPROVED SOIL-BUILDING PRACTICES CARRIED OUT

**Field No.**—Enter from the enlargement or map the number of each field on which an approved soil-building practice has been carried out in accordance with the specifications contained in the 1941 State handbook. If two or more practices are carried out on the same field, the number of the field in question shall be repeated for each such practice. Practices carried out with labor, seed, trees, materials, or services furnished by any State or Federal agency (except conservation materials or services furnished by the Agricultural Adjustment Administration) shall not be reported on Form 512C except where the amount of such assistance rendered the producer by the State or Federal agency represents less than one-half of the total cost of carrying out a practice on a particular acreage.

**Description of practice.**—Enter a short description of each practice, using such words as will definitely identify the practice and show



that it has been carried out in accordance with approved specifications. The description of the practice, contribution, fractional shares, and producer's name must be entered on this form only by the reporter while he is at the farm. Where practices are carried out for which a payment is made by a State agency and where practices are carried out with labor, seed, trees, materials, or services furnished in part by a State or Federal agency, and in either case one-half credit is allowed the producer for the extent to which the practice is carried out, the notation " $\frac{1}{2}$ " followed by the name of such agency, shall be entered in parentheses after the description of the practice. Where a practice is carried out with seed or other conservation material or services furnished by the Agricultural Adjustment Administration under the 1941 program, the notation "A. A. A." shall be entered immediately following the description of the practice.

**Extent of practice.**—The reporter shall make this entry only for practices the extent of which is expressed in terms other than acres.

**Name of producer.**—Enter the name of each producer who contributed to the carrying-out of a given soil-building practice on a particular field; that is, furnished the labor, equipment, seed, or material. **The name of the landlord shall not be entered unless he furnished one or more of these items.** Where two or more persons contributed to the carrying-out of a given practice on a particular field, the name of each such person shall be entered on a separate line and a dash entered in the column headed "Field No." opposite the names of all such persons except the first one listed. Where the practice is for growing a home garden, only the name of the person entitled to the production from the garden shall be shown.

**Contribution.**—Enter the contribution made to the carrying-out of a given practice on a particular field by each producer whose name appears in the column headed "Name of Producer." For example, if one person did all of the work, enter "Labor"; if another furnished both the equipment and seed, enter "Equipment and seed." If only one person contributed to the carrying-out of a particular practice on a given field, the word "All" shall be entered.

**Fractional share.**—If more than one person contributed to the carrying-out of a particular soil-building practice on a given field, enter the interest of each such person in the practice carried out on such field. This will usually be " $\frac{1}{2}$ " if two persons contributed to the carrying-out of the practice; " $\frac{1}{3}$ " if three persons contributed. (See State handbook for shares of persons contributing to the carrying-out of soil-building practices.)

### 3. SECTION 3—SIGNATURES

The signatures of the farm operator (or his authorized representative) and of the reporter who makes the regular check of performance on the farm shall be affixed on each page and the date entered, on the first line provided for signatures and dates.

A line shall then be drawn across Form 512C immediately below the last entry made in section 2 thereof. When the farm is visited later in the year for further checking of practices, the reporter shall begin his entries below the line drawn across section 2. He shall secure the

signature of the farm operator (or his authorized representative) and affix his own signature and enter the date thereof, on the second line provided for signatures and dates.

The reporter visiting the farm for the last time will be responsible for correcting any error in the original report which is evident at the time the last visit is made.

#### 4. SECTION 4—CONSERVATION MATERIALS AND SERVICES

The county office will have entered in section 4 the applicable data with respect to conservation materials and services furnished for the farm. The reporter shall use this information in checking to see whether such materials or services have been misused and in properly reporting soil-building practices carried out with such materials or services.

#### 5. EROSION CONTROL MEASURES AND MAINTENANCE OF SOIL-BUILDING PRACTICES

The reporter shall record beneath section 4 a description of any cases coming to his attention where soil-building practices carried out under previous programs have not been properly maintained or where a reasonable effort has not been made to control an erosion hazard to other farms in the community.

### PART IV. COUNTY OFFICE WORK

#### A. PREPARATION OF AERIAL MAP ENLARGEMENTS

##### 1. SCALE CHECK

The collimation distances of the 1941 enlargements shall be scaled in the State office to verify that the reprints are to the correct size, within the tolerance limits, before the enlargements are sent to the county office.

##### 2. TRIMMING AND BINDING

For convenience in handling by reporters, the margins of the enlargements should be trimmed before they are bound with tape. Each reprint photograph obtained for use for the first time in 1941 should be stamped "For Use in 1941 A.A.A." or lettered in ink in the upper right corner to distinguish it from the enlargement used in the preceding year(s).

##### 3. WORKING AREA

It will not be necessary to outline working areas on the 1941 enlargements, except in areas where enlargements are being used for the first time in 1941, since the farm boundaries as outlined on the enlargement will determine the working areas on the enlargements. Care should, of course, be taken to see that farm boundaries are not drawn to the extreme edges or corners of the enlargements.

##### 4. FARM AND FIELD BOUNDARIES

Farm boundaries and farm serial numbers must be indicated on the enlargement with red ink (or pencil where so instructed by the State office). Boundaries of permanent fields should be drawn in pencil.



Pencils recommended by the State office should be used in entering the field boundaries. The number of each permanent field should be entered in pencil inside the field boundary lines. The numbering of fields where a farm has been reconstituted may be changed to obtain a numerical sequence when the field lines and acreage data are transferred to other copies of the enlargement.

#### 5. PERMANENT FIELD ACREAGES

The acreage for each permanent field, as determined in 1940, should be entered in red ink (or pencil recommended by the State office) on the enlargement below the field number. For fields less than one-half acre it may be necessary to enter the acreage outside the field. These field acreages are to be obtained from Form SR-411, "1940 Planimeter Record Sheet" (hereinafter referred to as Form 411). If there is no Form 411 for the farm, completely and accurately filled out with no erasure or change made on such form, the acreage for the permanent fields must be obtained by executing the last column of such a form from accurate planimeter readings made prior to the time performance is to be checked. Only the acreage figures should be entered. For example, if a field contains 8.3 acres, the figures should be "8.3," not "8.3A." (Also write 0.3, not .3, where applicable.) All figures entered on the enlargement should be neatly and legibly inscribed. In counties where the established practice is to make tracings or blue prints for each farm with the acreage shown on the tracings or blue prints, it will not be necessary to enter the acreage directly on the enlargement. In such cases the requirement that the field boundaries and acreage figures be entered on the enlargement will be optional with the State office.

It is important that the figures for field acreages and farm serial numbers be entered so that there will be no difficulty in distinguishing between them. The acreages should in all cases be written in small figures with fine pen or sharp pencil. The farm serial numbers should be written in larger figures with a common round-pointed pen. (It is desirable that the farm serial number be entered in woods, waste, or pasture land.)

No **plot** lines are to be drawn on the enlargement except by reporters in the field. Reporters shall use black pencils to mark plot lines, since the black pencil has been found to be the most satisfactory for use in the field.

#### 6. DUPLICATE PRINTS

Where duplicate prints have been ordered, the copies shall be properly marked with the names of the respective communities in which they are to be used for checking performance.

#### 7. LIST OF FARMS FOR EACH MAP

The farm serial numbers and the names of the operators of all farms outlined on a particular enlargement shall be listed on the back of the enlargement (or listed on a sheet attached to the back of the enlargement) together with the acreages of the farms outlined on that enlargement. If the acreage for a farm shown on the enlargement is only part of the total area of the farm, this also should

be indicated, and a reference made to the additional enlargements on which the remaining part of the farm is located.

Preparation of the photographic materials as outlined above is necessary in order to keep the same acreage in permanent fields insofar as possible where the field boundaries remain unchanged.

One person in the county office should be designated to check out and in enlargements, farm folders, and measuring equipment.

## B. COMPUTATION OF ACREAGES

### 1. ACREAGE COMPUTERS

Where enlargements or other accurate maps are used, field and plot acreages shall be determined by acreage computers in the county office by the use of planimeters or rotometers. An acreage computer is not eligible to check any farm in which he has a financial interest of any sort or on which a near relative is an interested producer.

Acreage computers without previous experience shall be given sufficient training before making official acreage determinations, and their competency shall be fully established before they are so employed. All instruments to be used shall be placed in good working order and checked for accuracy before they are used in acreage determinations. Thereafter, the instruments shall be checked at least twice each week.

One competent person in each county office shall be placed in charge of the acreage computers and shall be responsible for maintaining proper standards of accuracy. Night shifts of acreage computers should not be employed unless absolutely necessary, and, when employed, adequate lighting and supervision must be provided to assure that the standards of accuracy are maintained. A sufficient number of fields of various sizes (including plot and total field acreages) shall be checked by the supervisor for each computer frequently (at least once each week) to determine the accuracy of the computer's work, and such checks shall be properly recorded and preserved in the county office records.

### 2. PREPARATION OF PLANIMETER RECORD SHEET

All planimeter or rotometer readings shall be recorded directly on Form SR-523, "Planimeter Record Sheet" (hereinafter referred to as Form 523), which will become a permanent part of the farm's performance records for the year. This form shall be filled out in the county office in substantial accord with the illustration set forth in Part XI of these instructions. No erasure of any kind may be made on this form. In making planimeter determinations, it is imperative that the roller on the instrument not be set to zero, or any other predetermined reading. Acreages must be reported in tenths of acres and fractions amounting to half a tenth or less shall be dropped and those amounting to more than half a tenth shall be considered a whole tenth. Form 523 shall be prepared as follows:

(a) **Heading.**—Enter in the spaces provided the farm serial number, the number(s) of the enlargement(s), and the serial number of the measuring instrument.

(b) **Field No.**—Enter in this column the field numbers of the permanent fields on the farm.



(c) **Total 1940.**—If the field boundaries in 1941 are the same as in 1940, enter in this column the total acreage for the respective fields from the entries on the enlargement (or Form 411). This will be the only entry required where the entire field is devoted to one crop or land use. The entry "Total 1940" will be used, subject to the conditions hereinafter provided, in maintaining, insofar as possible, for 1941 the acreages for permanent fields which were determined for such fields in 1940. Where the permanent field boundaries have been delineated on the enlargement but accurate acreages have not been determined, the permanent fields (not the plots) should be measured with a planimeter before the enlargement is sent to the field for use in checking performance.

(d) **Plot acreage.**—Determine the area of each of the plots which comprise the total field by making a minimum of two area determinations for each plot, recording the plot designation, the instrument readings, and the results of the subtractions. The two results which are obtained for each plot must agree within two-tenths acre, except that for plots greater than 25 acres the two results must agree within 1 percent or four-tenths acre, whichever is the smaller. Where the two determinations of the plot area do not agree within the above limits an X shall be entered in the block for such plot. A new determination shall be made for the acreage of that plot and entered in a separate block. (See example Form 523.) Average the two acreage determinations for each plot, writing in the average as indicated on the sample Form 523.

(e) **Sum.**—Enter in this column the sum of the 1941 average acreages determined for the plots in the field.

(f) **In field 1941.**—(1) If there is no entry in the column headed "Total 1940," planimeter the field as a whole, recording the readings and the result of the subtractions in the "In Field 1941" column. The two results which are obtained for the field must agree within the limits specified in item (d) of this item 2.

(2) Average the two acreage determinations, writing in the average as indicated on the sample Form 523.

(g) **Determination of final acreages.**—(1) When there are entries in the "Sum" and "Total 1940" columns and these acreages agree, within a reasonable amount (a small variation may be expected for the two determinations; allowing 1 percent for variation in the size of the enlargement and 1 percent for planimeter variation, a reasonable amount is 2 percent or 0.1 acre, whichever is larger), begin with the largest plot average acreage and adjust that and each succeeding plot average acreage according to the size thereof until the sum of the plot average acreages as adjusted equals the acreage in the "Total 1940" column, provided that no final upward adjustment in a plot planted to a special allotment crop shall be made in accordance with this item (g) (1) in cases where such upward adjustment will cause the farm to be shown as overplanted (or overplanted in excess of the tolerance where applicable) in that special allotment crop in 1941. In the latter case the determination of the final acreage of the plots shall be made in accordance with item (g) (3) of this paragraph 2, and the total acreage for the field shall be the entry in the column headed "In Field 1941."

(2) When the acreage figure in the "Sum" column varies from the acreage figure in the "Total 1940" column by more than 2 percent or 0.1 acre, whichever is the larger, the entry in the "Total 1940" column and the identification of the field shall be checked. The plot acreages and the addition of the plot acreages shall also be checked. If after making the above checks the variation stated above still exists:

a. The field as a whole shall be measured and the results entered in the "In Field 1941" column.

b. The plot acreages determined in 1941 shall be used, except that where under this determination the producer has planted in excess of his allotment because he relied upon the erroneous 1940 acreage determination in planting the 1941 acreage of a special allotment crop such plot acreages may be adjusted according to the size thereof so that the sum of the plot acreages for the field will equal the entry in the "Total 1940" column for the field.

c. Where downward adjustments in plot acreages are made by reason of the provisions of item b above, the notation "Error" and the amount by which the entry in the "In Field 1941" column exceeds the entry in the "Total 1940" column for that field shall be entered in one of the unused spaces provided

for entering plot acreage data for the field. The acreage in the "In Field 1941" column shall be the acreage for use in 1942.

The acreage adjustments authorized by the foregoing paragraph for plots within a field, where the total field acreage was erroneously determined in 1940, are to be used solely for the protection of the producer relying on such determinations to guide him in planting the correct allotment of special crops. It is not to be abused by extending the use of such adjustments to altered and changed fields, to cases where the producer might reasonably be assumed to have had knowledge of the error made in 1940, or to cases where the error in the 1940 acreage determination was made intentionally, and it does not apply to fields unless the boundaries can be positively identified as being the same in 1941 as they were in 1940.

The method of adjusting the plots set forth in item (3) below shall be used in fields where the adjustment set forth in this item (2) is unnecessary.

(3) When there are entries in the "Sum" and "In Field 1941" columns only (as will be the case for changed fields, new fields, or fields in areas where enlargements are being used for the first time in 1941) and these acreages do not agree, begin with the largest plot average acreage and adjust that and each succeeding plot average acreage according to the size thereof, until the sum of the plot average acreages as adjusted equals the average acreage in the "In Field 1941" column; provided however, that the individual plot may not be adjusted more than one-tenth acre above the largest acreage determination or below the smallest acreage determination for that plot. If this condition cannot be met, the field and plot acreages must be redetermined.

When a balance has been obtained enter the acreage figure to be used for each plot in the space provided on Form 523, in the upper right corner of the square in which data for the plot has been entered.

The producer must be notified on Form SR-513, "Performance Summary Sheet" (hereinafter referred to as Form SR-513), of any change from 1940 in the acreage of identical permanent fields which will affect the acreage to be used in 1942. The original entry under "Total 1940" column on Form 523 shall be lined out in such cases and the entry under "In Field 1941" entered in the "Total 1940" column as the correct acreage in the field. This includes but is not limited to cases where the notation "Error" has been entered in a space for plot acreage data.

## C. PREPARATION OF FORMS 512A AND 512C BY ENTRY CLERKS

### 1. PRELIMINARY ENTRIES TO BE MADE ON FORM 512A

The Form 512A shall be prepared for use in the field by making the necessary entries in the heading and in section 1 thereof.

(a) **Heading.**—STATE AND COUNTY CODE AND FARM SERIAL NUMBER.—Enter these numbers from the corresponding Form SR-301, "Farm Work Sheet."

**ENLARGEMENT NUMBERS.**—Enter the number(s) of the enlargement(s) covering the farm in question.

**LOCATION OF FARM.**—Enter the location or description of the farm from the corresponding Form SR-301.

(b) **Section 1—Names and addresses of operator and landlord.**—Enter the names and addresses of the operator and landlord in the spaces provided. Where separately owned tracts of land are covered by one work sheet, the names and addresses of all landlords interested in such tracts shall be entered, or a properly identified Form 512A may be prepared for each separately owned tract.



Where the landlord rents the entire farm to another person for cash, standing rent, or fixed rent and the tenant who so rents the farm is not also the operator, enter the name, address, and status of such person below the name and address of the landlord. For example, "John R. Doe, Route 1, Pitcher, Okla., (Cash tenant)."

Enter the 1940 tilled acreage in the farm in the space provided. The tilled acreage figure may be obtained from Form SR-412.

## 2. COMPLETION OF FORM 512A

(a) **Section 2—Land use and disposition of crops.**—Enter in the applicable subcolumn headed "First Crop" or "Following Crops" the acreage, expressed to the nearest tenth of an acre, in each field listed in column A except that, where the reporter has entered in column B an acreage which was not occupied by the major crop in the field, the total acreage in the field shall be entered immediately to the left of column D and shall be circled. In the latter case, the acreages devoted to the separate crops or land uses shall be entered in the applicable lines in column G (or column H where applicable). Acreages must not be duplicated in the "First Crop" column. Where a general crop precedes or follows a special crop the general crop shall be disregarded and no entry therefor shall be made in either column G or column H. Therefore, in all such cases the acreage of the special crop shall be entered in column G.

The plot acreages entered in the boxes at the top of the plot squares on Form 523 shall be used by the entry clerk in the execution of Forms 512A and 512C.

Where an entry in the "Following Crops" column represents an acreage devoted to more than one special allotment crop the entry shall be circled.

Where an acreage entry in the "Total 1940" column of Form 523 has been deleted and a corrected acreage figure entered therein to indicate a correction in the permanent field acreage, the notation "Field — corrected from — acres to — acres" shall be entered in columns B and C. In case the notation "Error" has been made with respect to such field in one of the spaces for plot acreage data on Form 523, the amount of the error shall be entered in column G. It is necessary that this information be available when Form 513 is prepared for the farm.

**COTTON, ETC.**—Extend into the applicable columns headed Cotton, General, Wheat or Rice, etc., the respective acreages of the soil-depleting crops in each field except that (1) where column B indicates that an acreage of rice, commercial vegetables, or general crops was destroyed by a natural cause only that part of such acreage which is not replaced by an equal acreage of the crop in question shall be entered in the applicable column for the crop; (2) where an acreage of cotton was destroyed and is not considered as cotton under the definition of the acreage planted to cotton contained in the State handbook, only that portion of the acreage which is considered as cotton shall be entered in column I; (3) where the notation "1½ inches" followed by the name of the kind of cotton, has been entered in column B, the acreage in the field shall not be entered in column

I, if (i) it is determined by the county committee that the land was planted to strains of Sea Island cotton or American-Egyptian cotton determined pursuant to the provisions of the State handbook and any other instructions issued pursuant thereto to be certified pure strains and it has not been determined by the county committee that a part or all of such cotton was not ginned on a roller gin, or (ii) it is determined by the county committee that all cotton produced on that acreage in 1941 has been officially classified, as evidenced by a properly executed Form Cotton 521, as cotton the staple of which is 1½ inches or more in length; and (4) where a general depleting crop precedes or follows a special allotment crop no entry with respect to the acreage of the general depleting crop in that field shall be made in column J.

Where a special crop for which a column heading is not provided on Form 512A is grown on the farm the heading of an unused column shall be changed accordingly and the acreages of the crop entered therein.

Where Form SR-412 has been used to record the acreage of early commercial vegetables, a notation to that effect shall be made on Form 512A and appropriate entries shall also be made thereon.

**TOTALS.**—Enter in the spaces provided in line 26 in each column except column H the sum of the acreages in that column. Enter in line 26, column H, the sum of the circled entries in that column and circle such entry. If there is more than one page enter the totals on the last page only.

**TOTAL DEPLETING ACREAGE.**—Enter in line 26, column C, the sum of the entries in line 26, columns I through M, minus the circled entry in line 26, column H.

(b) **Section 3—Noncrop open pasture land.**—Enter in column B the acreages in the fields listed in column A. If an acreage has not been entered in the space provided for total, enter therein the sum of the acreages entered in column B.

(c) **Section 4—Commercial orchards.**—Enter in column C the acreages in the fields listed in column A. Enter in the space provided the sum of the acreages entered in column C.

(d) **Section 5—Remarks.**—The entry clerk shall review any data entered in this section by the reporter, and where applicable shall refer the case to the person in charge of performance in the county in order that proper action may be taken.

(e) **Section 6—Signatures.**—The entry clerk shall affix his signature and the date thereof in the spaces provided.

(f) **Section 7—Record of field recheck.**—If by virtue of a field recheck it is necessary to correct the acreage entries on Form 512A, the entry clerk making such corrections shall affix his signature and enter the date thereof in the spaces provided in line 6.

(g) **Section 8—Tilled acreage adjusted.**—**TOTAL TILLED ACREAGE.**—Enter in line 1, column B, the total tilled acreage from line 26, column G, section 2, Form 512A.

**WHEAT.**—Enter in line 2 (a), column A, in the applicable spaces the 1941 wheat acreage allotment; the percentage factor 114.0; and the resulting normal wheat acreage, obtained by multiplying the allotment by the percentage factor.



**RICE.**—Enter in line 2 (b), column A, the 1941 acreage of rice from section 2 of Form 512A plus any additional acreage of cropland on the farm which the county committee determines is normally devoted to the production of rice but which was not devoted to rice in 1941.

**SUGARCANE OR TOBACCO.**—In line 2 (c) strike out "Sugarcane or" and enter in column A the 1940 usual acreage of Burley tobacco as shown in column 10, Form 40-Tob-14.

Enter in line 2 (c), column B, the sum of the normal acreages of wheat, rice, and tobacco.

**TILLED ACREAGE ADJUSTED.**—Enter in line 3, column B, the amount by which the entry in line 1, column B, exceeds the entry in line 2 (c), column B.

### 3. PRELIMINARY ENTRIES TO BE MADE ON FORM 512C

(a) **Heading.**—STATE AND COUNTY CODE AND FARM SERIAL NUMBER.—Enter these numbers from the corresponding Form SR-301, "Farm Work Sheet."

**ENLARGEMENT NUMBERS.**—Enter the number(s) of the enlargement(s) covering the farm in question.

(b) **Section 1—Names and Addresses of Operator and Landlord.**—Enter the names and addresses of the operator and landlord in the spaces provided. Where separately owned tracts of land are covered by one work sheet, the names and addresses of all landlords interested in such tracts shall be entered or a properly identified Form 512C may be prepared for each tract. Where the landlord rents the entire farm to another person for cash, standing rent, or fixed rent and the tenant who so rents the farm is not also the operator, enter the name, address, and status of such person below the name and address of the landlord. For example, "John R. Doe, Route 1, Pitcher, Oklahoma (Cash tenant)."

(c) **Section 4—Conservation materials and services furnished.**—Enter in the applicable columns the kinds of conservation materials or services furnished to the farm under the 1941 program, the quantity of such materials or services, and the name of the producer to whom furnished. There should also be entered in this section a description of any materials furnished to 1941 producers on this farm under the 1940 program and which was not applied under that program and for which credit under the 1940 program was not given. Where the materials in question were furnished under the 1940 program, the description of the materials shall include the notation "1940 program." Before Form 512C is taken to the field for use in the first or any subsequent check of soil-building practices, all materials and services furnished for the farm under the 1941 program, prior to that time, must be recorded in section 4.

### 4. COMPLETION OF FORM 512C

(a) **Section 2—Approved soil-building practices carried out.**—**PRACTICE NUMBER.**—Enter the practice number as specified in the State handbook. (If the practice number has been entered by the reporter

the entry must be checked.) Since not more than \$1.50 may be paid to one person in connection with the practice of growing a home garden on a farm and not more than \$3 may be paid to one person for the food and feed production practice on a farm, the entry clerk should check Form 512C and delete such entries in connection with these practices as are necessary to effect proper payment.

**EXTENT OF PRACTICE.**—Enter, if applicable, the acreage for the practice listed. Determine that the necessary entries have been made in this column by the reporter.

**RATE OF PAYMENT.**—Enter the rate of payment specified in the State handbook for each soil-building practice listed.

**AMOUNT.**—Compute the amount of payment for the practice indicated and enter in the first "Amount" column.

**FRACTIONAL SHARE.**—Enter the fractional share of the payment to which the producer is entitled on the basis of the contribution shown for him. All producers contributing to the carrying-out of a given practice will be considered to have made equal contribution thereto unless such producers appear before the county committee and prove that their contributions were not in equal proportion. In the latter case the fractional share to be entered will be that determined by the county committee as representing each producer's proportionate contribution to the carrying-out of the practice.

**AMOUNT.**—Enter the amount of the payment for each practice to which the producer is entitled in the "Amount" column at the extreme right of the form.

(b) **Section 3—Signatures.**—The entry clerk must affix his signature and enter the date thereof in the spaces provided.

## PART V. PREPARATION OF PERFORMANCE SUMMARY SHEET

As soon as Form 512A has been completed for a farm the performance data recorded thereon, as well as the data recorded on the related Form 512C up to that time, shall be summarized on a Performance Summary Sheet (which will be designated as Form SR-513). The Performance Summary Sheet shall be executed in duplicate, and the original thereof forwarded to the farm operator immediately and the copy retained as a permanent record in the county office. This is an essential feature of performance work, since the Performance Summary Sheet will constitute official notice to the producer of the acreage of his various crops. Any corrections in data on Forms SR-513 (by reason of rechecks or otherwise) shall be made by executing a corrected copy of the form in duplicate, mailing the original to the farm operator, and filing the copy with other performance data in the county office. The corrected notice should be marked **"corrected notice."**

The Performance Summary Sheet shall be prepared substantially in the form set out below, but the county office may vary it to suit local conditions as long as all essential farm data are included. **There must be no delay in sending this report to the operator.** The date on which the Performance Summary Sheet is mailed to the farm



operator must be shown on the original and the county office copy of the form.

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Form SR-513 (Sample)

74-043-863  
(State and county code and  
farm serial number)

### PERFORMANCE SUMMARY SHEET

Mr. JOHN H. DOE,  
*Farmersville, Texas.*

DEAR MR. DOE: Below is a summary of the information reported by the duly authorized performance reporter who, in accordance with the official instructions, checked your farm in connection with the 1941 Agricultural Conservation Program:

Total tilled land.....	141.3 acres.
Cotton .....	17.4 acres.
Wheat .....	23.8 acres.
Total soil-depleting crops.....	77.9 acres.
Noncrop open-pasture land.....	33.00 acres.
Approved soil-building practices:	
Terracing.....	1,850 feet.
Vetch turned as green manure.....	8.2 acres.

The above data, unless found to be incorrect, will be used in computing your 1941 agricultural conservation and parity payments, if any, and in establishing acreage allotments for your farm under the 1942 Agricultural Conservation Program.

It is noted that you have earned only \$26.17 by carrying out approved soil-building practices at the time performance was checked on your farm. Since your soil-building assistance is \$34.58, there is still a net amount of \$8.41 available to aid you in carrying out additional needed practices. We urgently request you to take advantage of this assistance, for it represents a very important part of our farm program.

Any error in the above figures should be brought to the attention of this office at once.

Very truly yours,

[s] J. B. MOONEY,  
*Secretary, Collin County, A. C. A.*

JUNE 20, 1941.

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## PART VI. TRANSMITTING FORMS 512A AND 512C TO STATE OFFICE

Each county office shall transmit to the State office on Form SR-415, "Transmittal Sheet," a sample lot of Forms 512A and a sample lot of related Forms 512C, in such number and at such time as the State office shall direct. The forms to be included in the sample lots shall be selected by representatives of the State office where possible, and a representative sample of the work of each reporter and of each acreage computer and entry clerk in the county office must be included.

If the State office determines from the sample lot that the county office has not done a satisfactory job of executing Forms 512A and 512C, the county office will be required to transmit all such forms to the State office for audit. The sample lot of forms (or all such forms, if required to be transmitted) will be returned to the county

office as soon as possible after they have been checked by the State office. Each form requiring correction will have a correction memorandum attached explaining the errors found by the State office, and such memorandum will serve not only as a basis for correcting the form in question but also as a guide in correctly executing any such forms subsequently prepared by the county office.

## PART VII. PERFORMANCE REPORTS BY COUNTY OFFICE

Each county office shall mail a report to the State office monthly or semimonthly, as instructed by the State office, showing the following information for the period just ended:

- (a) The number of farms checked by reporters.
- (b) The 1940 tilled acreage included in the farms checked by reporters.
- (c) The labor cost of reporters and chainmen.
- (d) The labor cost of the county supervisor.
- (e) The number of farms and the number of acres for which field acreages were computed in the county office.
- (f) The labor cost of computing acreages.
- (g) The number of farms completely rechecked because of unsatisfactory work on the part of reporters.
- (h) The labor cost of rechecking farms. This cost shall not include the cost of regular spot check work but shall include the cost of rechecking farms at request of producers, the cost of rechecking unsatisfactory work done by reporters who were dismissed, and the cost of rechecking crop disposal.

The State office may also require that the information in items (a), (b), and (c) above be shown for each reporter.

At least one report covering the payroll period must be made for each month in the year. The expense shown on this report must agree with the expenses claimed on the monthly voucher submitted to the State office.

## PART VIII. RECHECKS OF PERFORMANCE AT REQUEST OF FARM OPERATOR

Upon application of any producer for a recheck of all or any portion of the performance determinations for his farm, such recheck should be provided by the county office upon deposit with the treasurer of the association of an amount sufficient to defray the estimated cost of such rechecks to the association.

The amount of the deposit for a recheck of performance on a farm shall be determined on the basis of a rate set by the State Committee for rechecking performance. This rate will be uniform for the State and will be based on a per acre rate for the acreage rechecked with a minimum charge (example, 7 cents per acre with a \$1 minimum charge). The deposit shall be returned to the producer if the recheck shows that any material error was made in the first check of performance on the farm resulting in the farm erroneously being shown as overplanted in soil-depleting crops. No refund shall be made if the recheck shows that the farm is overplanted in any soil-depleting crop irrespective of whether the amount of such overplanted crop is shown by the recheck to be less or greater than the amount shown by the original check.



Rechecks of all farms originally checked by reporters who have since been disqualified shall be made at the expense of the association.

If a producer requests a recheck of the cropland on his farm where all permanent fields on the farm were outlined on an enlargement before the enlargement was taken to the field for checking performance, the county office should not make a field recheck unless the producer is able to point out on the enlargement a field of cropland omitted. "Omitted" includes lands classified as pasture or included in woods and waste. The planimeter records may be rechecked in the county office, for all fields if necessary, but no field recheck is required on account of alleged variation of field lines since the acreage in each field in 1941 in such cases is a fixed amount regardless of small variations in the field outlines. The deposit by the producer to cover the cost of rechecking cropland shall be returned to the producer if the recheck reporter finds that a field of cropland was omitted by the original reporter.

Rechecks of acreage computations shall be recorded on a separate Form 523 which shall bear the signature of the acreage computer making the recheck and the date on which the field or plot acreages were redetermined. Any field or plot which is found to be in error shall be circled on the Form 523 originally prepared.

The State office shall issue instructions on the minimum size of plots and the maximum number of plots of an overplanted special allotment crop on a farm which may be removed in order to place the farm in compliance. Notice of the ruling of the State committee in this connection should be forwarded to the farm operator at the time he is advised of the excess acreage. A deposit from the producer to cover the cost of measuring such acreages will be required. The amount of the deposit will be determined on the basis of a rate to be set by the State committee.

Where the producers on a farm in attempting to remove from production an acreage seeded to wheat or rice in excess of the allotment but within the tolerance permitted (3 acres or 3 percent of the allotment, whichever is the larger) actually remove a greater acreage than is necessary to bring the acreage of the crop within the allotment, the acreage to be considered as devoted to the crop in question shall be the acreage allotment for the crop. It is, therefore, necessary in such cases that a notation be made in column B, section 2, of Form 512A with respect to the plots or fields representing the area from which the crop was removed.

In such cases the acreages in a plot from which the crop in question is removed shall be entered in column G, and the amount by which the acreage in the allotment exceeds the acreage finally devoted to the crop shall be entered in column K so that the sum of the entries in column K will equal the acreage allotment. Example: 30 acres are seeded to wheat on a farm having a 28-acre allotment. The operator removes 3 acres of wheat. The entry to be made in column G, Form 512A, Section 2, with respect to the 3-acre plot shall be 3.0 acres and the entry to be made in column K shall be 1.0 acres.

## PART IX. COUNTY RECHECK OF REPORTERS

### A. GENERAL

The county supervisor is charged with the responsibility of making adequate and complete checks on the field work of all reporters, and for reporting to the person in charge of performance work and the county committee the information obtained by this recheck. It is required that the county supervisor check the work of each reporter within 1 week after the reporter starts to work. Where no county supervisor is employed, the person in charge of performance work in the county will assume the duties outlined for the county supervisor.

Farms selected for recheck should be representative and shall include some of the largest farms in the county. The county supervisor shall visit every field on the farm and see that crop classifications are correct throughout the entire area of all fields and that dividing lines have been accurately plotted, except that in the case of a very large farm, where it would be impossible to recheck the farm in 3 or 4 hours, a well-defined portion of the farm, bounded by easily recognized ground features, may be selected for recheck. In the latter case, the portion of the farm which is rechecked shall be described in section 3 of Form SR-547, "Performance Spot-Check Report" (hereinafter referred to as Form 547). For example: "Only the part of the farm east of county road checked"; or "Permanent fields 1, 2, 3, 4, 8, and 9 checked."

If the recheck of a portion of a farm shows that a material error has been made by the reporter the entire farm must be rechecked.

The county supervisor shall execute a Form 547 for each farm which he rechecks. All errors in crop classifications or location of plot or dividing lines shall be called to the attention of the reporter who originally checked the farm. When it is determined that the work of any reporter is unsatisfactory, the county supervisor shall immediately suspend such reporter and recommend his dismissal to the administrative assistant and county committee. Failure to suspend reporters doing unsatisfactory work will be considered adequate cause for dismissal of the county supervisor.

Form 547 is to be prepared in duplicate in accordance with the instructions set out below. The original Form 547 shall be forwarded to the State office immediately and the copy retained in the county office files.

### B. PREPARATION OF FORM 547

#### 1. HEADING

**Names of State and County.**—Enter the names of the State and county.

**Name of performance reporter.**—Enter the name of the reporter whose work is being rechecked.

**Number of farms checked to date by this reporter.**—Enter the number of farms checked to date by the reporter whose work is being rechecked. (This entry shall be based on the number of farms reported on "Daily Report Cards" as checked by him.)



**Date reporter checked this farm.**—Enter the date the reporter checked the farm in question. This date shall be taken from section 6 of Form 512A.

**Regular performance, soil-building practices, crop disposal.**—Check the applicable one of these items. If the spot-check represents a recheck of the reporting of regular performance data on the farm, check "Regular performance"; if it represents a recheck of the reporting of soil-building practices done after the regular check of performance, check "Soil-building practices"; if it represents a recheck of the reporting of crop disposal (excess cotton plowed up, etc.), check "Crop disposal." If the spot-check represents a recheck of the reporting of wheat or commercial vegetables, "Regular performance" should be lined out and the name of the special crop written in and a check mark entered in the appropriate square.

## 2. SECTION 1—FARM IDENTIFICATION

Enter in the spaces provided the farm serial number, the number(s) of the enlargement(s) covering the farm, and the name of the farm operator.

## 3. SECTION 2—ERRORS IN CROP CLASSIFICATION AND LOCATION OF PLOT LINES

For each field or plot with respect to which the crop classification was improperly reported or for which one or more dividing lines are being rechecked, enter in—

**Column (a).**—The field or plot number. In the case of a recheck of a dividing line, the field number to be entered shall be the number of the adjoining field or plot devoted to the crop having the largest per-acre rate of payment or deduction.

**Column (b).**—The original classification, as taken from Form 512A or 512C.

**Column (c).**—The correct classification, as determined by the county supervisor. Differences in classification which clearly do not affect payments or deductions for the farm are not to be reported as errors.

**Column (d).**—The side of the field on which the line in question is located. For example, "North," "Southwest," etc. (Use section 3 for explanation of errors too involved for this column.)

**Column (e).**—The original measurement, in chains, as scaled from the enlargement or map.

**Column (f).**—The correct measurement, in chains.

**Column (g).**—The amount of error, if any, in chains. Differences in measurement of one-tenth chain should not be reported as an error.

**Column (h).**—The acreage in the field or plot, based upon the reporter's location of boundary and dividing lines.

**Column (i).**—The acreage by recheck (approximate).

**Column (j).**—The amount of error, if any (approximate).

**NOTE.**—It will be necessary in some cases for the county supervisor to determine the entries in columns (i) and (j) with a scale. Such determinations of acreages are, of course, not to be used as the basis of payments to the farm.

**Number of plots misclassified.**—Enter the number of plots for which the original classification was in error.

**Number of plots in farm.**—Enter the total number of plots in the farm (or the number of plots on which the crop classification is rechecked, in case the farm is very large and only a representative sample of the fields are checked). This information may be obtained from the Form 512A or from the enlargement(s).

**Percentage of plots misclassified.**—Enter the percentage of the plots misclassified.

**Acreage of land checked.**—Enter the acreage of land checked.

**Total error in acres.**—Enter the total of the acreage errors in the measurements.

**Percentage error in measurement.**—Enter the percent of errors made in measurement. Obtain this percentage by dividing the total error in acres by the total acres checked on the farm.

#### 4. SECTION 3—REMARKS

Enter in the space provided any explanation necessary with respect to the data in section 2 and any other information which will indicate the quality of the work of the reporter.

#### 5. SECTION 4—CERTIFICATION OF PERFORMANCE REVIEWER

Enter, following the words "On the basis of my recheck of the work of the above reporter on this farm and on farms number ----- it is my opinion that he," whether, in the opinion of the performance reviewer, the work done by the reporter who originally checked the farm is satisfactory or unsatisfactory, or whether the reporter is in need of further training or instruction. This certification should not be made until at least two farms or portions of two farms have been rechecked. The certification should be the same on all Forms 547 executed for one reporter at one period of spot checking.

The county supervisor shall then affix his signature, enter his official title, and enter the date of the recheck in the spaces provided.

If Form 547 shows that errors of a minor nature were made by the reporter, the county supervisor shall go over such errors carefully with the reporter. The reporter shall make the necessary corrections on both the enlargements and Forms 512A and 512C and shall enter his initials in the lower right corner of the Form 547. In most instances of this kind it will not be necessary to have the reporter revisit the farm, but he should be notified of the fact that the errors have been charged against him.

A file of the copies of Form 547 shall be maintained in the county office. Such forms shall be filed alphabetically by the names of the reporters, and those for each reporter shall be arranged according to the dates entered in Section 4 thereof.

### PART X. STATE OFFICE AUDIT PROCEDURE

The sample lots of Forms 512A and 512C submitted by each county office shall be checked by the State office in the light of the instructions set out in this bulletin for the execution of such forms. Errors on Forms 512A and 512C shall be identified on the forms themselves by the entry with a red pencil of a number immediately above and to the right of the entry which is in error. All errors on a Form



512A or Form 512C shall be numbered in a sequence beginning with 1. A correction memorandum shall be prepared for each form which is found to be in error, showing the number of each erroneous entry thereon, wherein it is erroneous, and how it may be corrected. The correction memorandum shall be prepared in substantially the following manner:

---

---

**CORRECTION MEMORANDUM**

(For Form SR-512A)

County: Choctaw

Farm Serial No. 118

---

Error No.	Nature of error and how to correct it
1.	Should be under "Peanuts" instead of "Cotton."
2.	Total in error—should be 98.4.
3.	Signature of farm operator or authorized representative required.

---

REMARKS: Several entries on Form 512A are not clearly legible.

Date: 7-15-41.

Initials of examining clerk: E. E. A.

---

---

After the sample lots of Forms 512A and 512C for a county have been examined and correction memoranda prepared for those which are in error, the total number of errors on all such forms shall be determined. The average number of errors per form shall then be calculated by dividing the number of such errors by the number of forms checked. The State Administrative Officer, on the basis of this information and a consideration of the nature of the errors, shall determine whether all performance reports for the county in question shall be checked by the State office.

PART XI. SAMPLE FORMS

**PERFORMANCE REPORT**  
1941 Agricultural Conservation Program—Southern Region

Form SR-512A  
U. S. DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON  
OCTOBER 1940

74 - 500 - 1428  
(State and county code and farm serial number)

2 - 102  
(Farm parcel number)

3 miles west of Hilldale  
(Location of farm)

**Section 1.—NAMES AND ADDRESSES OF OPERATOR AND LANDLORD:**

C. D. Redding  
(Operator)

Rta. 2, Hilldale, Texas  
(Address of operator)

J. R. Adams  
(Landlord, if other than operator)

Hilldale, Texas  
(Address of landlord)

169.1  
(1940 tilled acreage)

**Section 2.—LAND USE AND DISPOSITION OF CROPS (see reverse side):**

**Section 3.—NONCROP OPEN PASTURE LAND:**

Field No. A	Acreage B	Field No. A	Acreage B
1. 10	12.0		
2. 12	32.0		
3.			
4.			
5.			
		TOTALS	24.0

**Section 4.—COMMERCIAL ORCHARDS:**

Field No. A	Kind B	Acreage C	Field No. A	Kind B	Acreage C
1. 2	peach	4.4			
2. 13	pear	1.7			
3.					
4.					
		TOTALS	6.1		

**Section 5.—REMARKS:**

1. C. D. Redding: Care for syrup 7/10 acre,

2. sweet potatoes 7/10 acre, oats for grain

3. 2.8 acres

4.

5.

**Section 6.—SIGNATURES:**

1. July 7, 1941  
(Date)  
C. D. Redding  
(Operator)

2. July 7, 1941  
(Date)  
E. W. Ward  
(Performance Inspector)

3. July 11, 1941  
(Date)  
J. B. Carter  
(Burr clerk)

**Section 7.—RECORDS OF FIELD RECHECK:**

1. Reason for recheck:  
(a) Request of producer ☒  
(b) Any other reason

2. Portion of farm (or crops) rechecked 3-4, 6, 7 & 9

3. Boundaries corrected: Fields None

4. Classifications corrected: Fields None

5. Boundaries and classifications corrected by J. B. Evans 7/18/41  
(Date)

6. Acreages corrected by Mary Smith 7/21/41  
(Date)

**Section 8.—TILLED ACREAGE ADJUSTED:**

A		B	
1. Total tilled acreage			169.1
2. Normal crop acreage deducted:			
(a) Wheat: <u>                    </u> × <u>                    </u> = <u>                    </u> (Abundant) (Factor)			
(b) Rice <u>                    </u>			
(c) Sugarcane or tobacco <u>                    </u>			
3. Tilled acreage adjusted (line 1, col. B, minus line 2, col. B)...			169.1



Name of Operator		Section 2.—LAND USE AND DISPOSITION OF CROPS		Farm Serial No.		ACREAGES									
Name of Operator		Section 2.—LAND USE AND DISPOSITION OF CROPS		Farm Serial No.		ACREAGES									
Field No.	Name of crop or land use	Name of producer	FARMER'S SHARE		IN FIELD		Cotton	General	Wheat or Rice	Perennial Vegetables					
			Land and crop	Other crop or	First crop	Following crop				L	M				
A	B	C	D	E	F	G	H	I	J	K	L	M			
1	Home garden					06									
2	peach orchard 3/4 clean tilled					33									
3	2 corn, 1 pear	C. D. Redding	1/3 2/3	—	189			189							
3a	2 corn, 1 pear	Jed. Smith	1/4 1/2	76				76							
4	rotated turned under - cotton	C. D. Redding	1/3 2/3	—	204			204							
5	millet for hay 2/5 corn 3/5	C. D. Redding	1/3 2/3	—	21			21							
6	oats for grain	Jed. Smith	1/3 1/6 1/2	42				42							
7	legume (2 not)	C. D. Redding	1/3 2/3	—	10			10							
8	corn for syrup	C. D. Redding	1/4 3/4	—	105			105							
9	cotton 1 peanut	C. D. Redding	1/4 3/4	—	35			35							
10	peanuts for nuts - 6 ft. rows	C. D. Redding	1/4 3/4	—	129			129							
11	idle (corn 1940)	C. D. Redding	1/4 3/4	132				132							
12	cotton	C. D. Redding	1/3 2/3	—	107			107							
13	corn	C. D. Redding	1/3 2/3	—	152			152							
14	sudan turned under				175			175							
15	8a corn for hay				09			09							
16	home garden				53			53							
17	bermuda - sodded 1941	C. D. Redding	1/3 2/3	—	80			80							
18	oats for hay followed by	Jed. Smith	1/4 1/2	144				144							
19	cotton	Jed. Smith	1/3 1/6 1/2	7				7							
20	corn				13			13							
21	home garden 7/10 acre	C. D. Redding	1/3 2/3	—	11			11							
22	pear orchard (3/4 clean tilled)														
23	sweet potato														
24															
25															
26	TOTAL DEPLETING ACREAGE	110.0	Totals		1691	35	393	707			35				

Form SR-519C  
U. S. DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
BUREAU OF AGRICULTURAL ADJUSTMENT  
December 1940

74 - 500 - 1428  
(State and county code and farm serial number)

2 - 102  
(Enlargement number)

**SUPPLEMENT TO PERFORMANCE REPORT**  
**1941 AGRICULTURAL CONSERVATION PROGRAM—SOUTHERN REGION**

Section 1.—Names and addresses of operator and landlord:

C. D. Redding (Operator)	J. R. Adams (Landlord, if other than operator)
Rt. 2, Hillsdale, Texas (Address of operator)	Hilland, Texas (Address of landlord)

[illegible]

Section 3.—Signatures:			
<i>July 7</i> (Date)	<i>C. D. Harding</i> (Operator)	<i>July 11, 1941.</i> (Date)	<i>G. B. Carter</i> (Entry clerk)
<i>Oct. 10</i> (Date)	<i>Joe B. Evans</i> (Operator)	<i>Oct. 14, 1941.</i> (Date)	<i>Mary Smith</i> (Entry clerk)

\* Performance reporter will fill in this column only where the practice is expressed in pounds, feet, tons, cubic feet, or cubic yards.

\* Performance reporter will fill in this column only where the practice is expressed in pounds, feet, tons, cubic feet, or cubic yards.  
† Labor, equipment, seed, or material.



## Section 4.—Conservation materials and services furnished:

Kind of material or service	Quantity	Name of producer to whom furnished
1. <u>rye seed</u>	100	C. D. Redding
2.		
3.		
4.		
5.		
6.		

10-12804 U. S. GOVERNMENT PRINTING OFFICE

Form SR-533  
U. S. DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Southern Division  
(November 1940)

869  
(Farm serial number)  
AKG-1-92  
(Enlargement number)  
4381  
(Planimeter number)

PLANIMETER RECORD SHEET

Field No.	Plot Designations and Acreages										Sum	In Field 1941	Total 1940
1	a	2.3	L	1.8									
	903	2.3	969	1.9							2.2		
	880	2.2	950	1.8							1.8		
	858	2.2	932	1.8							4.0		4.1
2	a	3.2	L	1.5	C	2.5							
	863	3.2	892	1.4	980	2.5					3.1	930	7.3
	831	3.1	878	1.6	955	2.5					1.5	857	7.2
	800	3.1	862	1.5	930	2.5					2.5	785	7.2
3	a		a	8.8	L	1.4	C	12.9	d	3.4			
	046	9.0	220	8.8	067	1.4	343	12.9	424	3.2			
	956	8.7	132	8.7	053	1.3	214	12.8	392	3.4			
	869		045	8.7	040	1.3	086	12.8	358	3.3			
3	L	1.0									8.7		
	102	1.1									1.3		
	091	1.0									12.8		
	081	1.0									3.3		
4	a	12.8	L	6.1							1.0		27.5
	459	12.7	246	6.2							27.1		
	332	12.8	184	6.1									
	204	12.7	123	6.1							12.7		
5											6.1		18.9
											18.8		
6	a	2.2	L	7.8		0.4							
	470	2.4	778	8.1							2.3	355	10.5
	446	2.3	697	8.0							8.0	250	10.4
	423	2.3	617	8.0	Error						10.3	146	10.4
7													

7-8-1

(Date)

Lorraine Day  
(Signature of acreage computer)

Page 1 of 1





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

1941 AGRICULTURAL CONSERVATION PROGRAM  
SOUTHERN REGION BULLETIN 503B

## INSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE

(Applicable to all farms in Area B)

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## PART I. GENERAL INSTRUCTIONS

## A. ORGANIZATION

## 1. STATE

The State performance supervisor for each State, under the direction of the State administrative officer in charge (hereinafter referred to as the State Administrative Officer), will be responsible for performance work in the State.

The State performance supervisor, assisted by district performance supervisors, will, at the proper time, hold meetings of instruction on the performance regulations for county officials. At these meetings instructions will be given in regard to crop and land use classification, methods to be used in measuring land, procedure to be followed in checking performance, care of materials and equipment, reports to be made, and the preparation and execution of the required forms. The purpose of these meetings of instruction is to obtain a uniform and consistent interpretation of the performance regulations and instructions by all persons in charge of or doing performance work in the State. It will also be the duty of the State performance supervisor to prescribe examinations for every person who is to act as county performance supervisor (hereinafter referred to as county supervisor), performance reporter (hereinafter referred to as reporter), or acreage calculator.

As the performance work progresses, the State performance supervisor will be in charge of the spot checking of the performance records and measurements throughout the State. This spot checking shall begin as soon as practicable after performance work is started. A minimum of two percent of the farms measured in each State must be spot checked by a representative of the State office. Also two percent of the farms measured in each county must be spot-checked, unless, due to unusual circumstances, the State office determines that the spot checks within the State should be distributed on another basis. Where the State office desires to obtain spot checks on less than two percent of the farms in a county the reasons therefor must be satisfactorily explained in a letter to the Director of the Southern Division. In no case should there be a spot check on less than two farms checked by any reporter employed for two or more days in making reports of performance.

## 2. COUNTY

(a) **County administrative assistant.**—Where there is a county administrative assistant (hereinafter referred to as administrative assistant), he will have charge of performance work in the county; otherwise, such work shall be under the supervision of the secretary of the county agricultural conservation association (hereinafter referred to as the secretary and the association, respectively).

The person in charge of performance work in the county will be responsible for (1) holding sufficient meetings to give adequate instruction to reporters and other performance workers in the county, (2) providing equipment and supplies needed by performance workers, (3) preparation of maps, forms, and other performance checking materials, (4) issuing performance checking equipment to field men, (5) assignment of districts to reporters, (6) holding examinations for county supervisors, reporters, and acreage calculators, (7) seeing that the performance work in the field and in the county office is begun on time and is carried on as rapidly and efficiently as possible (8) checking the daily reports of reporters, and (9) making the required reports on performance work to the county committee and the State office.

For a list of the equipment needed to check performance see paragraph (d), page 5, SRB-403B issued March 30, 1940. A cover made of glider cloth or other suitable material for the mapping boards should be provided.

(b) **County performance supervisor.**—Where necessary, a county supervisor should be employed to assist the person in charge of performance work in making frequent checks on the work of reporters.

An additional county supervisor or an assistant county supervisor may be employed in a county only if written authorization therefor is obtained in advance from the State administrative officer in charge. No person may be employed as a county supervisor or assistant county supervisor until he has passed an examination prescribed by the State performance supervisor.

The duties of the county supervisor will be to (1) give adequate field instructions to reporters on the use of maps or enlargements and the classification of crops and land uses, (2) make frequent spot checks of the performance work done by each reporter, (3) recheck farms as required by reason of a complaint or request of a producer, and (4)



supervise the check of crop disposal on overplanted areage and assist in the field work in connection with this check.

Since county committeemen are charged with the responsibility of approving applications for payment under the agricultural programs, they are not eligible to serve as reporters, assistant county supervisors, or county supervisors.

(c) **Performance reporters.**—Reporters shall be employed for the purpose of checking performance and making a report thereof on farms assigned to them by the person in charge of performance work. They must be capable and dependable and must show by written examination that they have the necessary qualifications for the job. Performance work done in past years by a person who is being considered for employment this year in performance work must be examined by the person in charge of performance work. If his mapping is crude or unsatisfactory, the reporter should not be employed.

A reporter is not eligible to check any farm in which he has a financial interest of any sort or which is operated by a near relative.

Any person employed by the association in a past year who knowingly violated the regulations or instructions shall not be employed as a reporter or in any other capacity by the association.

## PART II. FIELD WORK

### A. CHECKING PERFORMANCE

Each reporter must be thoroughly familiar with the 1941 State Handbook. He must also thoroughly familiarize himself with Form SR-512B, "Performance Report" (hereinafter referred to as Form 512B), Form SR-512C, "Supplement to Performance Report" (hereinafter referred to as Form 512C), and Form SR-111, "Farm Map" (hereinafter referred to as Form 111), where used. Form 111 will be used only in those counties where performance is checked by some method other than with enlargements of aerial photographs (hereinafter referred to as enlargements) or other accurate maps. Where chain and sketch is the method used to determine performance see section (3), page 6, SRB-403B.

After receiving proper instructions, each reporter shall be assigned definite areas for checking performance, and the enlargements covering such areas, together with the corresponding Forms 512B and 512C showing the required information in Section 1 and in the heading of the form, shall be turned over to him in sufficient quantity to keep him supplied with farms to check.

It is necessary in all cases that the farm operator, or a person authorized by him to act in his place, assist the reporter in making the check of performance on the farm.

All fields on the farm (that is, all areas of land tilled in 1941 or in a regular rotation in 1941, all commercial orchards, all eligible noncrop open pasture land, land which is classed as soil-conserving or erosion-resisting, and any other land on which an approved soil-building practice has been carried out) which have permanent or semi-permanent boundaries, such as streams, roads, fence lines, ditches, turnrows, etc., shall be outlined and numbered on the enlargement, and field numbers assigned in a numerical sequence.

The outlines of the fields shall be drawn in the county office and field numbers assigned to correspond with the numbering and outline of the fields as mapped in 1940 in areas where photographs were used in 1940 and where replacement enlargements are being used. This will also apply insofar as practicable to counties that will receive photographic materials from rephotography since performance was last checked. The farm boundary lines shall be drawn in the county office. The farm serial number shall be entered inside the boundary lines of the farm.

The purpose of preparing the enlargements for field use by outlining the fields and assigning the same number used in 1940 to each field is to preserve the accurate area determinations made in 1940 for the fields. The reporter must not erase or change the permanent field boundaries. If a correction of a field boundary is necessary, the corrected line shall be drawn and the area to be added to or subtracted from the field as outlined in 1940 shall be designated as a subdivision of the proper permanent field with appropriate notations on Form 512B on the line immediately below the line used for recording data for the plot in question, except that if a portion of a field has reverted to waste or woodland it shall be outlined on the enlargement and X's drawn therein to show that such land is waste or woods, and such an area shall not be given a plot designation.

Where aerial photographs are being used for the first time to check performance for a given area, the reporter shall outline the fields and number each field, and also draw the farm boundary lines.

In counties where the same copies of the enlargements that were used in 1940 are being used again to check performance in 1941 the county office force shall either erase the plot lines or issue adequate instructions to reporters on changes to be made in those lines to get the results indicated in the paragraph above concerning the use of replacement enlargements.

It will be necessary in any case for the reporter to check all farm and field boundary lines for appreciable errors while he is on the farm.

The mapping that must be done by the reporter in the field is the accurate plotting of dividing lines within a field to divide the field into plots where this is necessary in order that the acreage occupied by special allotment crops, and by crops or land uses classified as soil-conserving or erosion-resisting, may be separately determined from other acreages on the farm.

Where a part of a field is devoted to a special allotment crop (cotton, wheat, tobacco, commercial vegetables, etc.) and part is devoted to another crop or land use in 1941, or where a field is devoted to a special allotment crop which is cultivated by two or more persons having an interest in the crop, or where a part of a field is idle in 1941, the separate plots shall be given a, b, c, etc., designations preceded by a field number. For example, if field No. 12 is divided into three plots in 1941, the plots shall be numbered 12a, 12b, and 12c. Where two or more of the adjoining plots in a field are devoted to general crops,<sup>1</sup> or where two or more of the adjoining plots are

<sup>1</sup> "General crops" as used herein (except for counties in Florida and Louisiana in which total soil-depleting allotments are established) means crops for which special acreage allotments are not established in the county in 1941 and which are not classified as erosion-resisting or soil-conserving in the State handbook. The definition in the State handbooks will apply in the counties in question in Florida and Louisiana.



devoted to soil-conserving or erosion-resisting crops or land uses, it is not necessary to identify the separate plots individually unless required because an approved soil-building practice is involved.

In counties in Florida and Louisiana where total soil-depleting allotments are established, it will be necessary to draw the dividing line between general depleting crops and land uses which are considered as nondepleting.

It is not necessary to identify by plot lines the separate land uses where small plots ( $\frac{1}{10}$  acre or less) in a field are devoted to a different crop or land use from the major crop in the field. Where plots are too narrow or too small to be properly identified on the enlargement or where terraces are considered as devoted to one crop or land use and the land between the terraces is devoted to another crop, the acreage in such plots or terraces will be determined by the reporter and entered in column B, Section 2 of Form 512B.

It will not be necessary to outline the acreage of the second or third crop of commercial vegetables grown on the same land in the same program year, if the interest of the producers in each such crop is the same.

If the dividing lines between crops or practices do not show plainly on the enlargement, sufficient ground measurements from features which can be identified on the enlargement shall be made with a chain to locate by the use of a scale the necessary dividing lines on the enlargement.

It is to be noted that where terraces in a field are devoted to a separate crop or land use the acreage occupied thereby is to be reported separately from the special allotment crop planted between the terraces only in case the distance from the special allotment crop, row to row, on one side of the terrace to the special allotment crop on the other side of the terrace is as much as  $13\frac{1}{2}$  feet ( $\frac{2}{10}$  chain is approximately 13 feet, 2 inches), in which case the acreage occupied by the terrace will be measured from a distance  $\frac{1}{2}$  row width ( $13\frac{3}{4}$  ft.) from the special allotment crop on either side of the terrace.

The instructions in the above paragraph in regard to minimum widths of crops or land uses to be subtracted from special allotment crops in a field shall also apply to the minimum width of crops classified as soil-conserving or erosion-resisting when such soil-conserving or erosion-resisting crops are planted in strips between another crop or land use in the field. In counties in Florida and Louisiana where total soil-depleting allotments are established, terraces in fields of general crops shall be deducted if the distance between the crop on one side of the terrace is as much as  $13\frac{1}{2}$  feet from the crop on the other side of the terrace.

Where a turnrow or border of a field is  $\frac{1}{10}$  chain or less in width, such strip shall not be subtracted from the area of the field in computing the area thereof. This is to be interpreted as requiring a turnrow between crops to be more than  $\frac{2}{10}$  chain (more than  $\frac{1}{10}$  chain for each crop) before a deduction is to be made from the area planted to the crops in such fields or plots.

The lines drawn by the reporter on the enlargement as plot lines or dividing lines inside a permanent field should be drawn as a broken

line with a sharp-pointed black pencil. This broken line may be like this - - - - -, or like this ————. The outlines of permanent fields should be solid lines.

The crops grown and soil-building practices carried out on each field or plot, together with the names and shares of special allotment crops and soil-building practices for the persons interested therein, shall be entered on Forms 512B and 512C in accordance with the instructions set out in Part III of this bulletin. The reporter shall not attempt to identify the crops directly on the enlargement.

After checking all of the fields on the farm, numbering all of the fields and plots on the enlargement, and identifying all crops, land uses, and soil-building practices on the Forms 512B and 512C, the reporter and the farm operator shall carefully examine both the enlargement and Forms 512B and 512C to determine that all essential data have been entered thereon. **This procedure must be followed.**

### B. DAILY REPORTS TO THE COUNTY OFFICE

Each reporer shall mail to the county office, on each day that he works, a report showing, for each farm on which performance was checked by him that day, the serial number, the name of the operator, and the amount of cropland checked. The person in charge of performance work in the county may require that a report also be made for other days, except Sunday, on which no work was done for the association by the reporter. The report shall be on a post card in a manner similar to the example below and shall be addressed to the person in charge of performance work in the county. The county supervisor must also file a report of his activities during each day that he works.

#### DAILY REPORT CARD

Oconee County, S. C.

Photo PI 2-86

Serial No.	Operator's name	Acres checked	(Rechecked)
2481	John Doe	56	
1462	Richard Roe	29	
1701	J. D. Parker	22	
691	A. C. Dixon (296)	90 (Part)	
	Total acres	197	

July 6, 1941—Date

Hours worked 8

[Signed] John Smith, Reporter

Please furnish this office with the  
above report

[Signed] John Doe

Administrative Assistant

### C. FARMS TO BE CHECKED

Performance shall be checked on all farms on which cotton, wheat, peanuts for market, or tobacco are grown in 1941 or in connection with which an application for rice payment is to be filed under the 1941 Parity Payment Program and on all other farms covered by



work sheets except those where none of the interested persons expects to file an application for payment in the county under the 1941 Agricultural Conservation Program. If a person expects to file an application for payment under the 1941 Agricultural Conservation Program or the 1941 Parity Payment Program with respect to one farm, all farms in the same county in which he has an interest in the crops must be checked for performance, irrespective of whether these farms were covered by a work sheet filed within the time limit.

### **PART III. PREPARATION OF FORMS 512B AND 512C BY PERFORMANCE REPORTER**

#### **A. GENERAL**

The entries made by the reporter on the report of performance, Forms 512B and 512C, shall preferably be made with an indelible pencil. (The information in the headings and in Section 1 shall be entered in the county office with an indelible pencil, pen and ink, or typewriter.)

All entries to be made by the reporter on Forms 512B and 512C must be made by him while he is at the farm. The making of a temporary list of crops at the farm which is later to be copied on Form 512B or 512C shall not be permitted.

Where a correction is necessary on Form 512B or 512C, it shall be made by drawing a light line through the original entry (so as to leave it legible) and inserting the correct entry immediately above or beside the deleted entry. Corrections in the data entered on Forms 512B and 512C by reporters shall be made only by a reporter or county supervisor. Each such correction must be initialed by the person who makes it.

The performance papers for a farm should be kept together in a manila folder or an envelope, properly labeled. Each reporter should have an expanding wallet type paper folder in which to carry all farm folders or envelopes to the farms.

Only one copy of Form 512B and one copy of Form 512C need be prepared, and in all cases the form will cover the land covered by a single work sheet. If one Form 512B and one Form 512C are not sufficient for reporting all data for the farm, additional Forms 512B and 512C shall be prepared, properly identified, and attached to the original form. The entries to be made or obtained on Form 512B and Form 512C by the reporter when he visits a farm have been indicated by broken lines; all others shall be made in the county office.

#### **B. PREPARATION OF FORM 512B**

##### **1. HEADING AND SECTION 1**

The heading and Section 1 of Form 512B shall be executed in the county office, but the reporter **shall check this information with the farm operator and make any correction that is necessary because of a change in the ownership or operation of the farm in 1941.**

##### **2. SECTION 2.—LAND USE AND DISPOSITION OF CROPS**

**Field No.**—Enter in column A the number of each field or plot (outlined and numbered on the enlargement or map) on which a

crop is grown in 1941 or which is idle in 1941 in a regular rotation, including tilled land in orchards. New land seeded in the fall of 1941 to a crop which is to be harvested in 1942 will not be classified as tilled in 1941.

**Name of crop or land use.**—Enter in column B the name of the crop or land use.

The names of the crops entered by the reporter must clearly identify the crops, and the use made of such crops must be shown in all cases where the use determines whether the crops will be considered as soil-conserving or soil-depleting, commercial or non-commercial, special crops or general crop, left on land or harvested, harvested by mechanical means or hogged off, etc.

Where a special allotment crop or a soil-conserving or erosion-resisting crop follows another kind of special allotment crop or soil-conserving or erosion-resisting crop on the same acreage in 1941, the name of each crop shall be entered on a separate line. The name of each such crop except the first one shall be followed by the notation “(2d)”, “(3d)”, etc., to indicate which of the succeeding crops it is.

Where a field is devoted more than one time in 1941 to the same kind of special allotment crop (example, commercial vegetables) and the interest of the producers in each such crop is not the same, an entry must be made for each crop on separate lines in order that the interest of the producers may be properly shown.

Where a special allotment crop is interplanted or strip-cropped with another crop, the name of each crop shall be entered on a separate line. All such crop names shall be followed by a brace ({} inserted immediately to the right thereof. Following the brace shall be entered an accurate description of the method of planting and the width of rows or strips, in order that the county office may be able properly to classify the land on which the interplanting or strip-cropping was done.

Where a general crop is interplanted or strip-cropped with a soil-conserving or erosion-resisting crop or land use, the names of both shall be entered on the same line. In such cases, the name of the general crop shall be entered first and shall be followed by an accurate description of the method of planting, including the width of the rows or strips.

Where small plots ( $\frac{1}{10}$  acre or less) in a field are devoted to a different crop or land use from the special allotment crop in the field; where terraces are considered as devoted to a crop or land use different from the land between the terraces devoted to a special allotment crop; or where there is a strip of waste land or idle land between the special allotment crop in a field and the field boundary as shown on the enlargement or map, the acreage **not** occupied by the special allotment crop in the field shall be determined by the reporter and entered immediately after the name of the special crop. This also applies to small plots of general crops or land uses in a soil-conserving or erosion-resisting crop. For example, if in a field of cotton the terraces are considered as devoted to corn and the land occupied by the terraces is found to be 1.1 acres, the entry would be “Cotton (less 1.1 acres corn on terraces)” and the entry on the following line would be “Corn (1.1 acres).” Where a non-depleting crop follows a gen-



eral crop on the same land, the names of both crops shall be entered on the same line—Example, "Oats followed by cowpeas."

Where two or more general crops are grown on adjoining plots in a field the names of such crops shall be listed on the same line. The fractional part of such land in the field occupied by each such crop shall be approximated by the reporter and entered immediately following the name of the crop.

Where a plot was seeded to a special allotment crop which was destroyed by flood, drought, hail, freezing, insects, or other natural cause, the name of the crop destroyed and the cause of the destruction shall be entered in column B along with a description of any other use(s) made of the land.

In the case of Georgia-Florida Type 62 tobacco, the notation " $\frac{4}{5}$ " shall be inserted after the name of such crop if the specifications set forth in paragraph D, Section 2 of the Florida Handbook or footnote 1 of the Georgia Handbook have been met.

All acreages of cotton which the operator alleges to have been planted to pure strains of Sea Island cotton or American-Egyptian cotton, or which the operator alleges will produce cotton the staple of which is  $1\frac{1}{2}$  inches or more in length, shall be reported separately on the Form 512B and shall be followed by the notation " $1\frac{1}{2}$  inches" followed by the name of the kind of cotton.

Where a part of a commercial orchard is devoted to crops or land uses, the names of the crops or land uses and the percentage of the field devoted to each must be shown. Where an orchard is planted to a special allotment crop or a soil-conserving or erosion-resisting crop the actual acreage measured from a distance one-half row width ( $1\frac{3}{4}$  ft.) outside of such crop strip will be considered as devoted to that crop. The measurements in such cases are to be reported on a percentage basis of the whole acreage in the field.

Crops grown in home gardens shall all be reported under the name "Home garden."

In some cases notations and explanations are required in order to properly classify crops and land uses. The person in charge of performance work in the county shall instruct the reporters as to the notations and explanations that are applicable to crops grown in the county. Illustrations of the manner in which notations and explanations may be shown are set forth below:

NAME OF CROP OR LAND USE	NOTATIONS
Tobacco -----	Flue-cured, Burley, Type 62.
Corn -----	Mutton corn, sweet corn, interplanted with peas, etc.
Beans -----	String beans, soybeans, velvetbeans, etc., harvested with combine, hogged off, grazed off.
Peas -----	English (canning or freezing), cowpeas, or Austrian winter.
Oats, wheat, rye, barley -----	Cut for grain or hay, left on land, turned under, with vetch, with Austrian peas, grazed off.
Potatoes -----	Sweetpotatoes, Irish potatoes (row width), commercial.
Sugarcane -----	For syrup, for seed, for sugar.
Crotalaria, Lespedeza (if seria, so indicate).	Year seeded; pounds per acre—volunteer.
Idle in rotation -----	Year seeded, pounds per acre, volunteer.
Vegetables -----	Commercial (row width).
Peanuts -----	Hogged off, dug for hay, dug for nuts.

**Name of producer.**—Enter in column C the name of the person who, as sharecropper, tenant, or landlord, furnishes the labor with respect to each field of special allotment crops. Where a farm is composed of separately owned tracts of land, the name of the landlord shall be entered above the name of the person who furnishes the labor with respect to each field of special allotment crops, or a separate Form 512B and Form 512C may be made and properly identified for each separately owned tract of land. Where a share tenant who is not also the operator of the farm has a sharecropper working under him, the name of the sharecropper shall be entered following and on the same line with the name of the special allotment crop, and the name of the share tenant shall be entered on the following line. In such cases a dash shall be entered in the column headed "Field No." opposite the name of the share tenant.

Where the operator is the only person interested in the special allotment crops, the notation "Operator only interested person" may be entered in column C following the name of the first listed special crop in lieu of entering his name for each field of special crops.

**Fractional share.**—Enter in the applicable columns D, E, and F the fractional shares ( $\frac{1}{2}$ ,  $\frac{3}{4}$ , etc.) of each special allotment crop in each field to which the landlord, tenant operator, and other tenant or sharecropper are entitled under the terms of the lease or operating agreement. Where the entire farm is rented to a tenant for cash, standing rent, or fixed rent, and such tenant is not also the operator, the subcolumn headed "Landlord" shall be used to report the interest of the cash, standing-rent, or fixed-rent tenant in each special allotment crop, since the landlord will not share in the crops in such cases. If one person receives all of the crop, the word "All" shall be entered in the appropriate column. Where the notation "Operator only interested person" has been entered in column C, no entry need be made in columns D, E, and F.

If there is only one producer unit on the farm the fractional shares of each special crop need be entered only for the first field of the crop listed.

### 3. SECTION 3.—NONCROP OPEN PASTURE LAND

**Field No.**—The reporter shall inquire of the farm operator as to the total acreage of fenced noncrop open pasture land in the farm. If the operator's estimate is **not in excess of one-half** of the 1940 tilled acreage in the farm, the reporter shall write the word "Pasture" on the enlargement in each pasture in which a soil-building practice is not carried out and such estimated acreage shall be entered by the reporter in the space provided for the total acreage. In such cases it will not be necessary for the reporter to outline such pastures on the enlargement and list such pastures on Form 512B unless a soil-building practice is carried out on land in the pasture or unless he is required to do so by the State office.

If the operator's estimate is in excess of one-half of the 1940 tilled acreage in the farm the reporter will enter in column A from the enlargement or map the number of each field of fenced noncrop open pasture land in the farm which is capable of maintaining, during the normal pasture season, at least one animal unit for each 5 acres.

**NOTE.**—Noncrop open pasture land is that part of the pasture land on which the predominant growth is forage suitable for livestock



and on which the number and grouping of any trees or shrubs is such that the land could not fairly be considered to be woodland. The normal pasture season in no case shall be less than 5 months.

#### 4. SECTION 4.—COMMERCIAL ORCHARDS

**Field No.**—Enter in column A from the enlargement or map the number of each field of commercial orchard (as defined in the State Handbook) on the farm, excluding nonbearing and abandoned orchards and vineyards. Enter in column B the kind of orchard. For example, "Peach," "Pecan," etc.

#### 5. SECTION 5.—REMARKS

This section has been provided for additional performance data. It may also be used for special data in counties where special provisions are applicable. In Section 5:

(a) Enter any land use which the State or county office deems necessary. This may include fields of young nonbearing orchards.

(b) If the farm as constituted in 1941 does not meet the definition of a farm, enter the statement that it is not a farm and give the reason.

(c) If none of the farming operations specified in 1941 General Letter No. 1 has been carried out on the farm, enter "No farming operations carried out."

(d) Enter the name of each producer who expects to qualify for payment in connection with the food and feed production practice on the farm and the name and approximate acreage of any crop produced by him which he intends to use in that connection. (Example: John Doe, sweetpotatoes,  $\frac{1}{4}$  acre; cane for syrup,  $\frac{1}{4}$  acre; cowpeas,  $\frac{1}{2}$  acre.)

#### 6. SECTION 6.—SIGNATURES

The farm operator and reporter must affix their signatures and enter the date thereof on each page of Form 512B, in the spaces provided. If Form 512B is signed by an authorized representative on behalf of the operator, such person must show the capacity in which he signs. Where Section 6 has previously been executed in connection with the performance check of wheat or early commercial vegetables the reporter and farm operator shall sign under the previous signatures on Form 512B at the time the regular check of performance is made.

#### 7. SECTION 7.—RECORD OF FIELD RECHECK

If for any reason a reporter or county supervisor rechecks a farm measured by another reporter, he must execute this section.

(a) **Reason.**—Enter a check mark (✓) in line 1 (a) in the square opposite "Request of producer" or enter the reason in line (b), whichever is applicable.

(b) **Portion of farm rechecked.**—Enter in line 2 "All," "Cotton," "Portion west of road," or list the applicable field numbers, etc.

(c) **Boundaries corrected.**—List in line 3 the applicable field numbers.

(d) **Classification corrected.**—List in line 4 the applicable field numbers.

(e) **Corrected by.**—The reporter or county supervisor must affix his signature and enter the date thereof in line 5.

Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the reporter who originally checked the farm. If there is more than one sheet of Form 512B, each sheet should be properly numbered by the reporter.

### C. PREPARATION OF FORM 512C

Form 512C is for the reporting of approved soil-building practices carried out on the farm in 1941. Soil-building practices which have been completed prior to the time the regular check of performance is made on the farm should be listed on Form 512C at the time the regular check of performance is made. Soil-building practices which are carried out after the regular check of performance shall be checked near the end of the year after all such practices have been carried out.

In the case of home gardens, if the garden, as of the time of the reporter's visit to the farm, meets the specifications set forth in the State Handbook, it shall be entered as a practice. However, where late practices are checked on the farm in the fall of 1941 the home garden shall be checked to see that all the specifications for the practice have been met.

#### 1. HEADING AND SECTION 1

The heading and Section 1 of the Form 512C will have been filled out in the county office. These entries must be checked by the reporter and corrected if necessary.

#### 2. SECTION 2.—APPROVED SOIL-BUILDING PRACTICES CARRIED OUT

**Field No.**—Enter from the enlargement or map the number of each field on which an approved soil-building practice has been carried out in accordance with the specifications contained in the 1941 State Handbook. If two or more practices are carried out on the same field, the number of the field in question shall be repeated for each such practice. Practices carried out with labor, seed, trees, materials, or services furnished by any State or Federal agency (except conservation materials or services furnished by the Agricultural Adjustment Administration) shall not be reported on Form 512C except where the amount of such assistance rendered the producer by the State or Federal Agency represents less than one-half of the total cost of carrying out a practice on a particular acreage. In the States of Georgia and Florida, do not list as a practice any acreage of cover crops used to meet the requirement set forth in the State Handbook with respect to counting as tobacco only  $\frac{4}{5}$  of the acreage planted to Georgia-Florida Type 62 tobacco. In the Florida celery area, green manure and cover crops of summer nonlegumes following celery will not qualify under practice number 13 (b) since celery is not considered as a commercial vegetable in that area.

**Description of practice.**—Enter a short description of each practice, using such words as will definitely identify the practice and show that it has been carried out in accordance with approved specifications. The description of the practice, contribution, fractional shares, and producer's name must be entered on this form only by



the reporter while he is at the farm. Where practices are carried out for which a payment is made by a State agency and where practices are carried out with labor, seed, trees, materials, or services furnished in part by a State or Federal agency, and in either case one-half credit is allowed the producer for the extent to which the practice is carried out, the notation " $\frac{1}{2}$ ," followed by the name of such agency, shall be entered in parentheses after the description of the practice. Where a practice is carried out with seed or other conservation material or service furnished by the Agricultural Adjustment Administration under the 1941 program the notation "A. A. A." shall be entered immediately following the description of the practice.

**Extent of practice.**—The reporter shall make this entry only for practices the extent of which is expressed in terms other than acres.

**Name of producer.**—Enter the name of each producer who contributed to the carrying out of a given soil-building practice on a particular field; that is, furnished the labor, equipment, seed, or material. **The name of the landlord shall not be entered unless he furnished one or more of these items.** Where two or more persons contributed to the carrying-out of a given practice on a particular field, the name of each such person shall be entered on a separate line and a dash entered in the column headed "Field No." opposite the names of all such persons except the first one listed. Where the practice is for growing a home garden, only the name of the person entitled to the production from the garden shall be shown.

**Contribution.**—Enter the contribution made to the carrying out of a given practice on a particular field by each producer whose name appears in the column headed "Name of Producer." For example, if one person did all of the work, enter "Labor"; if another furnished both the equipment and seed, enter "Equipment and seed." If only one person contributed to the carrying-out of a particular practice on a given field, the word "All" shall be entered.

**Fractional share.**—If more than one person contributed to the carrying-out of a particular soil-building practice on a given field, enter the interest of each such person in the practice carried out on such field. This will usually be " $\frac{1}{2}$ " if two persons contributed to the carrying-out of the practice; " $\frac{1}{3}$ " if three persons contributed. (See State Handbook for shares of persons contributing to the carrying-out of soil-building practices.)

### 3. SECTION 3.—SIGNATURES

The signatures of the farm operator (or his authorized representative) and of the reporter who makes the regular check of performance on the farm shall be affixed on each page and the date entered, on the first line provided for signatures and dates.

A line shall then be drawn across Form 512C immediately below the last entry made in Section 2 thereof. When the farm is visited later in the year for further checking of practices, the reporter shall begin his entries below the line drawn across Section 2. He shall secure the signature of the farm operator (or his authorized representative) and affix his own signature and enter the date thereof, on the second line provided for signatures and dates.

The reporter visiting the farm for the last time will be responsible for correcting any error in the original report which is evident at the time the last visit is made.

#### 4. SECTION 4.—CONSERVATION MATERIALS AND SERVICES

The county office will have entered in Section 4 the applicable data with respect to conservation materials and services furnished for the farm. The reporter shall use this information in checking to see whether such materials or services have been misused and in properly reporting soil-building practices carried out with such materials or services.

#### 5. EROSION CONTROL MEASURES AND MAINTENANCE OF SOIL-BUILDING PRACTICES

The reporter shall record beneath Section 4 a description of any cases coming to his attention where soil-building practices carried out under previous programs have not been properly maintained or where a reasonable effort has not been made to control an erosion hazard to other farms in the community.

### PART IV. COUNTY OFFICE WORK

#### A. PREPARATION OF AERIAL MAP ENLARGEMENTS

##### 1. SCALE CHECK

The collimation distances of the 1941 enlargements shall be scaled in the State office to verify that the reprints are to the correct size, within the tolerance limits, before the enlargements are sent to the county office.

##### 2. TRIMMING AND BINDING

For convenience in handling by reporters, the margins of the enlargements should be trimmed before they are bound with tape. Each reprint obtained for use for the first time in 1941 should be stamped "For Use in 1941 A. A. A." or lettered in ink in the upper right corner to distinguish it from the enlargement used in the preceding year(s).

##### 3. WORKING AREA

It will not be necessary to outline working areas on the 1941 enlargements, except in areas where they are being used for the first time in 1941, since the farm boundaries as outlined on the enlargements will determine the working areas of the enlargement. Care should, of course, be taken to see that farm boundaries are not drawn to the extreme edges or corners of the enlargements.

##### 4. FARM AND FIELD BOUNDARIES

Farm boundaries and farm serial numbers must be indicated on the enlargement with red ink (or pencil where recommended by the State office). Boundaries of permanent fields should be drawn in pencil. Pencils recommended by the State office should be used in entering the field boundaries. The number of each permanent field should be entered in pencil inside the field boundary lines. The num-



bering of fields where a farm has been reconstituted may be changed to obtain a numerical sequence when the field lines and acreage data are transferred to other copies of the enlargement.

#### 5. PERMANENT FIELD ACREAGES

The acreage for each permanent field, as determined in 1940, should be entered in red ink (or pencil recommended by the State office) on the enlargement below the field number. For fields less than one-half acre it may be necessary to enter the acreage figure outside the field. These field acreages are to be obtained from Form SR-411, "1940 Planimeter Record Sheet" (hereinafter referred to as Form 411). If there is no Form 411 for the farm, completely and accurately filled out with no erasure or change made on such form, the acreage for the permanent fields must be obtained by executing the last column of such a form from accurate planimeter readings made prior to the time performance is to be checked. Only the acreage **figures** should be entered. For example, if a field contains 8.3 acres the figures should be "8.3", not "8.3A." (Also write 0.3, not .3, where applicable.) All figures entered on the enlargement should be neatly and legibly inscribed. In counties where the established practice is to make tracings or blue prints for each farm with the acreage shown on the tracings or blue prints, it will not be necessary to enter the acreage directly on the enlargement. In such cases the requirement that the field boundaries and acreage figures be entered on the enlargement will be optional with the State office.

It is important that the figures for field acreages and farm serial numbers be entered so that there will be no difficulty in distinguishing between them. The acreages should in all cases be written in small figures with a fine pen or sharp pencil. The farm serial number should be written in larger figures with a common round-pointed pen. (It is desirable that the farm serial number be entered in woods, waste, or pasture land.)

No plot lines are to be drawn on the enlargement except by the reporters in the field. Reporters shall use black pencils to mark plot lines, since the black pencil has been found to be the most satisfactory for use in the field.

#### 6. DUPLICATE PRINTS

Where duplicate prints have been ordered, the copies shall be properly marked with the names of the respective communities in which they are to be used for checking performance.

#### 7. LIST OF FARMS FOR EACH MAP

The farm serial numbers and the names of the operators of all farms outlined on a particular enlargement shall be listed on the back of the enlargement (or listed on a sheet attached to the back of the enlargement) together with the acreages of the farms outlined on that enlargement. If the acreage for a farm shown on the enlargement is only part of the total area of the farm, this also should be indicated, and a reference made to the additional enlargements on which the remaining part of the farm is located.

Preparation of the photographic materials as outlined above is necessary in order to keep the same acreage in permanent fields insofar as possible where the field boundaries remain unchanged.

One person in the county office should be designated to check out and in enlargements, farm folders, and measuring equipment.

## B. COMPUTATION OF ACREAGES

### 1. ACREAGE COMPUTERS

Where enlargements or other accurate maps are used, field and plot acreages shall be determined by acreage computers in the county office by the use of planimeters or rotometers. An acreage computer is not eligible to check any farm in which he has a financial interest of any sort or on which a near relative is an interested producer.

Acreage computers without previous experience shall be given sufficient training before making official acreage determinations, and their competency shall be fully established before they are so employed. All instruments to be used shall be placed in good working order and checked for accuracy before they are used in acreage determinations. Thereafter, the instruments shall be checked at least twice each week.

One competent person in each county office shall be placed in charge of the acreage computers and shall be responsible for maintaining proper standards of accuracy. Night shifts of acreage computers should not be employed unless absolutely necessary, and, when employed, adequate lighting and supervision must be provided to assure that the standards of accuracy are maintained. A sufficient number of fields of various sizes (including plot and total field acreages) shall be checked by the supervisor for each computer frequently (at least once each week) to determine the accuracy of the computer's work, and such checks should be properly recorded and preserved in the county office records.

### 2. PREPARATION OF PLANIMETER RECORD SHEET

All planimeter or rotometer readings shall be recorded directly on Form SR-523, "Planimeter Record Sheet" (hereinafter referred to as Form 523), which will become a permanent part of the farm's performance records for the year. This form shall be filled out in the county office in substantial accord with the illustration set out in Part XI of these instructions. No erasure of any kind may be made on this form. In making planimeter determinations, it is imperative that the roller on the instrument not be set to zero, or any other predetermined reading. Acreages must be reported in tenths of acres and fractions amounting to half a tenth or less shall be dropped and those amounting to more than half a tenth shall be considered a whole tenth. Form 523 shall be prepared as follows:

(a) **Heading.**—Enter in the spaces provided the farm serial number, the number(s) of the enlargement(s), and the serial number of the measuring instrument.

(b) **Field No.**—Enter in this column the field numbers of the permanent fields on the farm.



(c) **Total 1940.**—If the field boundaries in 1941 are the same as in 1940, enter in this column the total acreage for the respective fields from the entries on the enlargement (or Form 411). This will be the only entry required where the entire field is devoted to one crop or land use. The entry "Total 1940" will be used, subject to the conditions hereinafter provided, in maintaining, insofar as possible, for 1941 the acreages for permanent fields which were determined for such fields in 1940. Where the permanent field boundaries have been delineated on the enlargement but accurate acreages have not been determined, the permanent fields (not the plots) should be measured with a planimeter before the enlargement is sent to the field for use in checking performance.

(d) **Plot acreage.**—Determine the area of each of the plots which comprise the total field by making a minimum of two area determinations for each plot, recording the plot designation, the instrument readings, and the results of the subtractions. The two results which are obtained for each plot must agree within two-tenths acre, except that for plots greater than 25 acres the two results must agree within one percent or four-tenths acre, whichever is the smaller. Where the two determinations of the plot area do not agree within the above limits an X shall be entered in the block for such plot. A new determination shall be made for the acreage of that plot and entered in a separate block. (See Example Form 523.) Average the two acreage determinations for each plot, writing in the average as indicated on the sample Form 523.

(e) **Sum.**—Enter in this column the sum of the 1941 average acreages determined for the plots in the field.

(f) **In field 1941.**—(1) If there is no entry in the column headed "Total 1940," planimeter the field as a whole, recording the readings and the result of the subtractions in the "In Field 1941" column. The two results which are obtained for the field must agree within the limits specified in item (d) of this paragraph 2.

(2) Average the two acreage determinations, writing in the average as indicated on the sample Form 523.

(g) **Determination of final acreages.**—(1) When there are entries in the "Sum" and "Total 1940" columns and these acreages agree within a reasonable amount (a small variation may be expected for the two determinations; allowing 1% for variation in the size of the enlargement and 1% for planimeter variation, a reasonable amount is 2% or 0.1 acre, whichever is larger) begin with the largest plot average acreage and adjust that and each succeeding plot average acreage according to the size thereof, until the sum of the plot average acreages as adjusted equals the acreage in the "Total 1940" column, provided that no final upward adjustment in a plot planted to a special allotment crop shall be made in accordance with this item (g) (1) in cases where such upward adjustment will cause the farm to be shown as overplanted (or overplanted in excess of the tolerance where applicable) in that special allotment crop in 1941. In the latter case the determination of the final acreages of the plots shall be made in accordance with item (g) (3) of this paragraph 2, and the total acreage for the field will be the entry in the column headed "In Field 1941."

(2) When the acreage figure in the "Sum" column varies from the acreage figure in the "Total 1940" column by more than 2% or 0.1 acre, whichever is the larger, the entry in the "Total 1940" column and the identification of the field shall be checked. The plot acreages and the addition of the plot acreages shall also be checked. If after making the above checks the variation stated above still exists,

a The field as a whole shall be measured and the results entered in the "In Field 1941" column.

b The plot acreages determined in 1941 shall be used, except that where under this determination the producer has planted in excess of his allotment because he relied upon the erroneous 1940 acreage determination in planting the 1941 acreage of a special allotment crop such plot acreages may be adjusted according to the size thereof so that the sum of the plot acreages for the field will equal the entry in the "Total 1940" column for the field.

c Where downward adjustments in plot acreages are made by reason of the provisions of item b above, the notation "Error" and the amount by which the entry in the "In Field 1941" column exceeds the entry in the "Total 1940" column for that field shall be entered in one of the unused spaces provided for entering plot acreage data for the field. The acreage in the "In Field 1941" column shall be the acreage for use in 1942.

The acreage adjustments authorized by the foregoing paragraph for plots within a field, where the total field acreage was erroneously determined in 1940, are to be used solely for the protection of the producer relying on such determinations to guide him in planting the correct allotment of special crops. It is not to be abused by extending the use of such adjustments to altered and changed fields, to cases where the producer might reasonably be assumed to have had knowledge of the error made in 1940, or to cases where the error in the 1940 acreage determination was made intentionally, and it does not apply to fields unless the boundaries can be positively identified as being the same in 1941 as they were in 1940.

The method of adjusting the plots set forth in item (3) below shall be used in fields where the adjustment set forth in this item (2) is unnecessary.

(3) When there are entries in the "Sum" and "In Field 1941" columns only (as will be the case for changed fields, new fields, or fields in areas where enlargements are being used for the first time in 1941) and these acreages do not agree, begin with the largest plot average acreage and adjust that and each succeeding plot average acreage according to the size thereof, until the sum of the plot average acreages as adjusted equals the average acreage in the "In Field 1941" column, provided, however, that the individual plot may not be adjusted more than one-tenth acre above the largest acreage determination or below the smallest acreage determination for that plot. If this condition cannot be met, the field and plot acreages must be redetermined.

When a balance has been obtained enter the acreage figure to be used for each plot in the space provided on Form 523 in the upper right corner of the square in which data for the plot has been entered.

The producer must be notified on Form SR-513, "Performance Summary Sheet" (hereinafter referred to as Form SR-513), of any change from 1940 in the acreage of identical permanent fields which will affect the acreage to be used in 1942. The original entry under "Total 1940" column on Form 523 shall be lined out in such cases and the entry under "In Field 1941" entered in the "Total 1940" column as the correct acreage in the field. This includes but is not limited to cases where the notation "Error" has been entered in a space for plot acreage data.

### C. PREPARATION OF FORMS 512B AND 512C BY ENTRY CLERKS

#### 1. PRELIMINARY ENTRIES TO BE MADE ON FORM 512B

The Form 512B should be prepared for use in the field by making the necessary entries in the heading and in Section 1 thereof.

(a) **Heading.**—STATE AND COUNTY CODE AND FARM SERIAL NUMBER.—Enter these numbers from the corresponding Form SR-301, "Farm Work Sheet."

**ENLARGEMENT NUMBERS.**—Enter the number(s) of the enlargement(s) covering the farm in question.

**LOCATION OF FARM.**—Enter the location or description of the farm from the corresponding Form SR-301.

(b) **Section 1—Names and addresses of operator and landlord.**—Enter the names and addresses of the operator and landlord in the spaces provided. Where separately owned tracts of land are covered by one work sheet, the names and addresses of all landlords interested in such tracts shall be entered, or a properly identified Form 512B may be prepared for each separately owned tract. Where the landlord rents the entire farm to another person for cash, standing rent, or fixed rent and the tenant who so rents the farm is not also the operator, enter the name, address, and status of such person below the name and address of the landlord. For example, "John R. Doe, Route 1, Clayton, Ga. (Cash tenant)."



Enter the 1940 tilled acreage in the farm in the space provided. The tilled acreage figure may be obtained from Form SR-412.

Enter the name of the operator and the farm serial number in the spaces provided above section 2 on the back of Form 512B.

## 2. COMPLETION OF FORM 512B

(a) **Section 2—Land use and disposition of crops.**—Enter in the applicable column headed “First crop” or “Following crops” the acreage, expressed to the nearest tenth of an acre, in each field listed in column A except that, where the reporter has entered in column B an acreage which was not occupied by the major crop in the field, the total acreage in the field shall be entered immediately to the left of column D and shall be circled. In the latter case, the acreages devoted to the separate crops or land uses shall be entered in the applicable lines in column G (or column H, where applicable). Acreages must not be duplicated in the “First crop” column.

The plot acreage entered in the boxes at the top of the plot squares on Form 523 shall be used by the entry clerk in the execution of Forms 512B and 512C.

Where an acreage entry in the “Total 1940” column of Form 523 has been deleted and a corrected acreage figure entered therein to indicate a correction in the permanent field acreage, the notation “Field ——— corrected from ——— acres to ——— acres” shall be entered in columns B and C. In case the notation “Error” has been made with respect to such field in one of the spaces for plot acreage data on Form 523, the amount of the error shall be entered in column G. It is necessary that this information be available when Form 513 is prepared for the farm.

**COTTON, ETC.**—Extend into the applicable columns headed Cotton, Peanuts, Tobacco, etc., the respective acreages of the special allotment crops in each field except that (1) where column B indicates that an acreage of rice, commercial vegetables, or Irish potatoes was destroyed by a natural cause only that part of such acreage which is not replaced by an equal acreage of the crop in question shall be entered in the applicable column for the crop, or (2) where an acreage of cotton was destroyed and is not considered as cotton under the definition of the acreage planted to cotton contained in the State handbook, only that portion of the acreage which is considered as cotton shall be entered in column I.

Where the notation “1½ inches” followed by the name of the kind of cotton has been entered in column B, the acreage in the field shall not be entered in column I provided (1) it is determined by the county committee that the land was planted to strains of Sea Island cotton or American-Egyptian cotton determined pursuant to the provisions of the State handbook and any other instructions issued pursuant thereto to be certified pure strains, unless it is determined by the county committee that a part or all of such cotton was not ginned on a roller gin, or (2) it is determined by the county committee that all cotton produced on that acreage in 1941 has been officially classified, as evidenced by a properly executed Form Cotton 521, as cotton the staple of which is 1½ inches or more in length.

Where a special crop for which a column heading is not provided on Form 512B is grown on the farm the heading of an unused

column shall be changed accordingly and the acreages of the crop entered therein.

Where Form SR-412 has been used to record the acreage of early commercial vegetables, a notation to that effect shall be made on Form 512B and appropriate entries shall also be made thereon.

**EROSION-RESISTING OR SOIL-CONSERVING**—Enter in column N the acreages of fields devoted to crops or land uses which are erosion-resisting or soil-conserving as specified in the State handbook. If only a portion of a field is considered to be erosion-resisting or soil-conserving enter only that portion of the acreage. Where a part or all of a field is devoted more than one time to erosion-resisting or soil-conserving crops or land uses the sum of the acreages so devoted shall be entered. Even though the erosion-resisting or soil-conserving crop precedes or follows a special or general crop, the acreage should be entered. It is to be noted that acreages of crops seeded in the fall of 1941 in States other than Alabama will not be entered in this column.

**TOTALS**—Enter in the space provided in line 26 in each column except column H the sum of the acreages in that column. If there is more than one page enter the totals on the last page only.

(b) **Section 3—Noncrop open pasture land**—Enter in column B the acreages in the fields listed in column A. If an acreage has not been entered in the space provided for total, enter therein the sum of the acreages entered in column B.

(c) **Section 4—Commercial orchards**—Enter in column C the acreages in the fields listed in column A. Enter in the space provided the sum of the acreages entered in column C.

(d) **Section 5—Remarks**—The entry clerk shall review any data entered in this section by the reporter and where applicable shall refer the case to the person in charge of performance in the county in order that proper action may be taken.

(e) **Section 6—Signatures**—The entry clerk shall affix his signature and the date thereof in the spaces provided.

(f) **Section 7—Record of field recheck**—If by virtue of a field recheck it is necessary to correct the acreage entries on Form 512B, the entry clerk making such corrections shall affix his signature and enter the date thereof in the spaces provided in line 6.

(g) **Section 8—Tilled acreage adjusted**—**TOTAL TILLED ACREAGE**—Enter in line 1, column B, the total tilled acreage from line 26, column G, section 2 of Form 512B.

**WHEAT**—(1) For farms for which a payment or deduction is to be computed with respect to the **1941 wheat acreage allotment** enter in line 2 (a), column A, the 1941 wheat acreage allotment; the percentage factor 114.0; and the resulting normal wheat acreage, obtained by multiplying the allotment by the percentage factor. (2) For non-wheat-allotment farms for which a payment or deduction will not be computed with respect to the **1941 wheat acreage allotment**, a line shall be drawn through the spaces for the allotment and the factor. Enter in the space for the normal acreage that part of the usual acreage of wheat from which the production is marketed or fed to livestock for market.

**RICE**—Enter in line 2 (b), column A, the 1941 acreage of rice from line 26, column L, Section 2 of Form 512B, plus any additional



acreage of cropland on the farm which the county committee determines is normally devoted to the production of rice but which was not devoted to rice in 1941.

**SUGARCANE.**—In line 2 (c) strike out “Or tobacco” and enter in column A the 1941 planted acreage of sugarcane for sugar from Section 2 of Form 512B.

**TOBACCO.**—In line 2 (c) strike out “Sugarcane or” and enter in column A the sum of the 1940 usual acreages of flue-cured tobacco as shown in column 8, Form 40-Tob-10,<sup>2</sup> the 1940 usual acreage of Burley tobacco as shown in column 10, Form 40-Tob-14,<sup>2</sup> or the 1941 planted acreage of Type 62 tobacco from Section 2 of Form 512B. If two or more kinds of tobacco are grown on the farm, data for each shall be entered separately and properly designated.

Enter in line 2 (c), column B, the sum of the normal acreages of wheat, rice, sugarcane, and tobacco.

**TILLED ACREAGE ADJUSTED.**—Enter in line 3, column B, the amount by which the entry in line 1, column B, exceeds the entry in line 2 (c), column B.

### 3. PRELIMINARY ENTRIES TO BE MADE ON FORM 512C

(a) **Heading.**—STATE AND COUNTY CODE AND FARM SERIAL NUMBER.—Enter these numbers from the corresponding Form SR-301, “Farm Work Sheet.”

**ENLARGEMENT NUMBERS.**—Enter the number(s) of the enlargement(s) covering the farm in question.

(b) **Section 1—Names and addresses of operator and landlord.**—Enter the names and addresses of the operator and landlord in the spaces provided. Where separately owned tracts of land are covered by one work sheet, the names and addresses of all landlords interested in such tracts shall be entered or a properly identified Form 512C may be prepared for each separately owned tract. Where the landlord rents the entire farm to another person for cash, standing rent, or fixed rent and the tenant who so rents the farm is not also the operator, enter the name, address, and status of such person below the name and address of the landlord. For example, “John R. Doe, Route 1, Clayton, Ga. (Cash tenant).”

(c) **Section 4—Conservation materials and services furnished.**—Enter in the applicable columns the kinds of conservation materials or services furnished to the farm under the 1941 program, the quantity of such materials or services, and the name of the producer to whom furnished. There should also be entered in this section a description of any material furnished to 1941 producers on this farm under the 1940 program and which was not applied under that program and for which credit under the 1940 program was not given. Where the materials in question were furnished under the 1940 program the description of the materials should include the notation “1940 program.”

Before Form 512C is taken to the field for use in the first or any subsequent check of soil-building practices, all materials and services furnished to the farm under the 1941 program, prior to that time, must be recorded in Section 4.

<sup>2</sup> For 1941 new tobacco farms, enter the 1941 acreage allotment from the work sheet, Form SR-301. For farms which have been reconstituted in 1941, the 1940 usual acreage shall be combined or subdivided in the same manner in which the farm acreage allotment was combined or subdivided.

## 4. COMPLETION OF FORM 512C

(a) **Section 2—Approved soil-building practices carried out.**—**PRACTICE NUMBER.**—Enter the practice number as specified in the State handbook. (If the practice number has been entered by the reporter the entry must be checked.) Since not more than \$1.50 may be paid to one person in connection with the practice of growing a home garden on a farm and not more than \$3.00 may be paid to one person for the food and feed production practice on a farm, the entry clerk should check Form 512C and delete such entries in connection with these practices as are necessary to effect proper payment.

**EXTENT OF PRACTICE.**—Enter, if applicable, the acreage for the practice listed. Determine that the necessary entries have been made in this column by the reporter.<sup>3</sup>

**RATE OF PAYMENT.**—Enter the rate of payment specified in the State Handbook for each soil-building practice listed.

**AMOUNT.**—Compute the amount of payment for the practice indicated and enter in the first "Amount" column.

**FRACTIONAL SHARE.**—Enter the fractional share of the payment to which the producer is entitled on the basis of the contributions shown for him. All producers contributing to the carrying-out of a given practice will be considered to have made equal contribution thereto unless such producers appear before the county committee and prove that their contributions were not in equal proportion. In the latter case the fractional share to be entered will be that determined by the county committee as representing each producer's proportionate contribution to the carrying-out of the practice.

**AMOUNT.**—Enter the amount of the payment for each practice to which the producer is entitled in the "Amount" column at the extreme right of the form.

(b) **Section 3—Signatures.**—The entry clerk must affix his initials and enter the date thereof in the spaces provided.

## PART V. PREPARATION OF PERFORMANCE SUMMARY SHEET

As soon as Form 512B has been completed for a farm the performance data recorded thereon and the data recorded on the related Form 512C up to that time shall be summarized on a Performance Summary Sheet (which will be designated as Form SR-513, unless included as part of the Farm Plan Sheet). The Performance Summary Sheet shall be executed in duplicate, and the original thereof forwarded to the farm operator immediately and the copy retained as a permanent record in the county office. This is an essential feature of performance work, since the Performance Summary Sheet will constitute official notice to the producer of the acreages of his various crops. Any corrections in data on Form SR-513 (by reason

<sup>3</sup> In the Florida celery area enter in the upper left corner of Form 512C an acreage equal to the smallest of the following: (1) the total acreage on which practices 13 (a) and 13 (b) are carried out, (2) the acreage in the celery allotment, or (3) 125% of the acreage planted to celery in cases where less than 80% of the allotment is planted for any reason other than flood or drought. The acreage of practice 13 (a) and 13 (b) in the "Extent of practice" column shall be reduced so that the acreage with respect to which credit is finally given as a soil-building practice will be an acreage on which the practices in question are carried out in excess of the acreage entered in the upper left corner of Form 512C. Such reduction shall first be applied to acreages of practice 13 (b) and any remaining reduction shall be applied against acreages of practice 13 (a).



of rechecks or otherwise) shall be made by executing a corrected copy of the form in duplicate, mailing the original to the farm operator, and filing the copy with other performance data in the county office. The corrected notice shall be marked "Corrected notice."

The Performance Summary Sheet shall be prepared substantially in the form set out below, but the county office may vary it to suit local conditions as long as all essential farm data are included. **There must be no delay in sending this report to the operator.** The date on which the Performance Summary Sheet is mailed to the farm operator must be shown on the original and the county office copy of the form.

Form SR-513 (Sample)

57-116-323  
(State and county code and  
farm serial number)

### PERFORMANCE SUMMARY SHEET

Mr. JOHN H. DOE,  
Route 1, Concord, Georgia.

Dear Mr. Doe: Below is a summary of the information reported by the duly authorized performance reporter who, in accordance with the official instructions, checked your farm in connection with the 1941 Agricultural Conservation Program:

Total tilled land.....	98.4 acres.
Cotton.....	23.1 acres.
Peanuts.....	8.4 acres.
Soil-conserving and erosion-resisting crops.....	18.3 acres.
Commercial orchards.....	5.7 acres.
Fenced noncrop open pasture land.....	62.0 acres.
Approved soil-building practices:	
Seeding permanent pasture.....	5.0 acres.
Terracing.....	1,800 feet.

The above data, unless found to be incorrect, will be used in computing your 1941 agricultural conservation and parity payments, if any, and in establishing acreage allotments for your farm under the 1942 Agricultural Conservation Program.

It is noted that you have earned only \$28.50 by carrying out approved soil-building practices at the time performance was checked on your farm. Since your soil-building assistance is \$55.97, there is still a net amount of \$27.47 available to aid you in carrying out additional needed practices. We urgently request you to take advantage of this assistance, for it represents a very important part of our farm program. In order to avoid a penalty of \$5.00 per acre for each acre which you lack of meeting the minimum requirement, it will be necessary for you to plant an additional 1.4 acres of soil-conserving or erosion-resisting crops.

Any error in the above figures should be brought to the attention of this office at once.

Very truly yours,

June 20, 1941.

[s] P. W. HAMIL,  
Secretary, Pike County, A. C. A.

### PART VI. TRANSMITTING FORMS 512B AND 512C TO STATE OFFICE

Each county office shall transmit to the State office on Form SR-415, "Transmittal Sheet," a sample lot of Forms 512B together with the related Forms 512C, in such number and at such time as the State

office shall direct. The forms to be included in the sample lots shall be selected by representatives of the State office where possible, and a representative sample of the work of each reporter and of each acreage computer and entry clerk in the county office must be included.

If the State office determines from the sample lot that the county office has not done a satisfactory job of executing Forms 512B and 512C, the county office will be required to transmit all such forms to the State office for audit. The sample lots of forms (or all such forms, if required to be transmitted) will be returned to the county office as soon as possible after they have been checked by the State office. Each form requiring correction will have a correction memorandum attached explaining the errors found by the State office, and such memorandum will serve not only as a basis for correcting the form in question but also as a guide in correctly executing any such forms subsequently prepared by the county office.

## **PART VII. PERFORMANCE REPORTS BY COUNTY OFFICE**

Each county office shall mail a report to the State office monthly or semimonthly, as instructed by the State office, showing the following information for the period just ended:

- (a) The number of farms checked by reporters.
- (b) The 1940 tilled acreage included in the farms checked by reporters.
- (c) The labor cost of reporters and chainmen.
- (d) The labor cost of the county supervisor.
- (e) The number of farms and the number of acres for which field acreages were computed in the county office.
- (f) The labor cost of computing acreages.
- (g) The number of farms completely rechecked because of unsatisfactory work on the part of reporters.
- (h) The labor cost of rechecking farms. This cost shall not include the cost of regular spot check work but shall include the cost of rechecking farms at request of producers, the cost of rechecking unsatisfactory work done by reporters who were dismissed, and the cost of rechecking crop disposal.

The State office may also require that the information in items (a), (b), and (c) above be shown for each reporter.

At least one report covering the pay-roll period must be made for each month in the year. The expenses shown on this report must agree with the expenses claimed on the monthly voucher submitted to the State office.

## **PART VIII. RECHECKS OF PERFORMANCE AT REQUEST OF FARM OPERATOR**

Upon application of any producer for a recheck of all or any portion of the performance determinations for his farm, such recheck should be provided by the county office upon deposit with the treasurer of the association of an amount sufficient to defray the estimated cost of such rechecks to the association.

The amount of the deposit for a recheck of performance on a farm shall be determined on the basis of a rate set by the State Committee for rechecking performance. This rate will be uniform for the State and will be based on a per acre rate for the acreage rechecked with a minimum charge (example, seven cents per acre with a \$1.00 minimum charge). The deposit shall be returned to the producer

if the recheck shows that any material error was made in the first check of performance on the farm resulting in the farm erroneously being shown as overplanted in any special allotment crop, or as not having the minimum acreage of land devoted to erosion-resisting and soil-conserving crops. No refund will be made if the recheck shows that the farm is overplanted in any special allotment crop, even though the amount of such overplanted crop is shown by the recheck to be less or greater than the amount shown by the original check.

Rechecks of all farms originally checked by reporters who have since been disqualified shall be made at the expense of the association.

If a producer requests a recheck of the cropland on his farm where all permanent fields on the farm were outlined on an enlargement before the enlargement was taken to the field for checking performance, the county office should not make a field recheck unless the producer is able to point out on the enlargement a field of cropland omitted. "Omitted" includes land classified as pasture or included in woods and waste. The planimeter records may be rechecked in the county office, for all fields if necessary, but no field recheck is required on account of alleged variation of field lines since the acreage in each field in 1941 in such cases is a fixed amount regardless of small variations in the field outlines. The deposit by the producer to cover the cost of rechecking cropland shall be returned to the producer if the recheck reporter finds that a field of cropland was omitted by the original reporter.

Rechecks of acreage computations shall be recorded on a separate Form 523 which shall bear the signature of the acreage computer making the recheck and the date on which the field or plot acreages were redetermined. Any field or plot which is found to be in error shall be circled on the Form 523 originally prepared.

The State office will issue instructions on the minimum size of plots and the maximum number of plots of an overplanted special allotment crop on a farm which may be removed in order to place the farm in compliance. Notice of the ruling of the State committee in this connection should be forwarded to the farm operator at the time he is advised of the excess acreage. A deposit from the producer to cover the cost of measuring such acreages will be required. The amount of the deposit will be determined on the basis of a rate to be set by the State committee.

Where the producer on a farm in attempting to remove from production an acreage seeded to wheat or rice in excess of the allotment but within the tolerance permitted (3 acres or 3% of the allotment, whichever is the larger) actually removes a greater acreage than is necessary to bring the acreage of the crop within the allotment, the acreage to be considered as devoted to the crop in question shall be the acreage allotment for the crop. It is, therefore, necessary in such cases that a notation be made in column B, Section 2, of Form 512B with respect to the plots or fields representing the area from which the crop was removed.

In such cases the acreages in a plot from which the crop in question is removed shall be entered in column G, and the amount by which the acreage in the allotment exceeds the acreage finally devoted to the crop shall be entered in column L so that the sum of the entries in column L will equal the acreage allotment. Example: 30 acres are seeded to wheat on a farm having a 28-acre allotment.



The operator removes three acres of wheat. The entry to be made in column G, Form 512B, Section 2, with respect to the 3-acre plot shall be 3.0 acres and the entry to be made in column L shall be 1.0 acre.

## PART IX. COUNTY RECHECK OF REPORTERS

### A. GENERAL

The county supervisor is charged with the responsibility of making adequate and complete checks on the field work of all reporters, and for reporting to the person in charge of performance work and the county committee the information obtained by this recheck. It is required that the county supervisor check the work of each reporter within one week after the reporter starts to work. Where no county supervisor is employed, the person in charge of performance work in the county will assume the duties outlined for the county supervisor.

Farms selected for recheck should be representative and should include some of the largest farms in the county. The county supervisor should visit every field on the farm and see that crop classifications are correct throughout the entire area of all fields and that dividing lines have been accurately plotted, except that in the case of a very large farm, where it would be impossible to recheck the farm in 3 or 4 hours, a well-defined portion of the farm, bounded by easily recognized ground features, may be selected for recheck. In the latter case, the portion of the farm which is rechecked shall be described in Section 3 of Form SR-547, "Performance Spot-Check Report" (hereinafter referred to as Form 547). For example, "Only the part of the farm east of county road checked;" or "Permanent fields 1, 2, 3, 4, 8, and 9 checked."

If the recheck of a portion of a farm shows that a material error has been made by the reporter the entire farm must be rechecked.

The county supervisor should execute a Form 547 for each farm which he rechecks. All errors in crop classifications or location of plot or dividing lines shall be called to the attention of the reporter who originally checked the farm. When it is determined that the work of any reporter is unsatisfactory, the county supervisor shall immediately suspend such reporter and recommend his dismissal to the administrative assistant and county committee. Failure to suspend reporters doing unsatisfactory work will be considered adequate cause for dismissal of the county supervisor.

Form 547 is to be prepared in duplicate in accordance with the instructions set out below. The original Form 547 shall be forwarded to the State office immediately and the copy retained in the county office files.

### B. PREPARATION OF FORM 547

#### 1. HEADING

**Names of State and county.**—Enter the names of the State and county.

**Name of performance reporter.**—Enter the name of the reporter whose work is being rechecked.

**Date reporter checked this farm.**—Enter the date the reporter checked the farm in question. This date will be taken from section 6 of Form 512B.

**Number of farms checked to date by this reporter.**—Enter the number of farms checked to date by the reporter whose work is being rechecked. (This entry should be based on the number of farms reported by the reporter on "Daily Report Cards" as checked by him.)

**Regular performance, soil-building practices, crop disposal.**—Check the applicable one of these items. If the spot-check represents a recheck of the reporting of regular performance data on the farm, check "Regular performance;" if it represents a recheck of the reporting of soil-building practices done after the regular check of performance, check "Soil-building practices;" if it represents a recheck of the reporting of crop disposal (tobacco plowed up before harvest, etc.), check "Crop disposal." If the spot check represents a recheck of the reporting of wheat, commercial vegetables, etc., "Regular Performance" should be lined out and the name of the special crop written in and a check mark entered in the appropriate square.

## 2. SECTION 1.—FARM IDENTIFICATION

Enter in the spaces provided the farm serial number, the number(s) of the enlargement(s) covering the farm, and the name of the farm operator.

## 3. SECTION 2.—ERRORS IN CROP CLASSIFICATION AND LOCATION OF PLOT LINES

For each field or plot with respect to which the crop classification was improperly reported or for which one or more dividing lines are being rechecked, enter in:

**Column (a).**—The field or plot number. In the case of a recheck of a dividing line, the field number to be entered will be the number of the adjoining field or plot devoted to the crop having the largest per-acre rate of payment or deduction.

**Column (b).**—The original classification, as taken from Form 512B or 512C.

**Column (c).**—The correct classification, as determined by the county supervisor. Differences in classification which clearly do not affect payments or deductions for the farm are not to be reported as errors.

**Column (d).**—The side of the field on which the line in question is located. For example, "North," "Southwest," etc. (Use Section 3 for explanation of errors too involved for this column.)

**Column (e).**—The original measurement, in chains, as scaled from the enlargement or map.

**Column (f).**—The correct measurement, in chains.

**Column (g).**—The amount of error, if any, in chains. Differences in measurement of one-tenth chain should not be reported as an error.

**Column (h).**—The acreage in the field or plot, based upon the reporter's location of boundary and dividing lines.

**Column (i).**—The acreage by recheck (approximate).

**Column (j).**—The amount of error, if any (approximate).

**NOTE.**—It will be necessary in some cases for the county supervisor to determine the entries in columns (i) and (j) with a scale. Such determinations of acreages are, of course, not to be used as the basis of payments to the farm.

**Number of plots misclassified.**—Enter the number of plots for which the original classification was in error.

**Number of plots in farm.**—Enter the total number of plots in the farm (or the number of plots on which the crop classification is rechecked, in case the farm is very large and only a representative sample of the fields are checked). This information may be obtained from the Form 512B or from the enlargement(s).

**Percentage of plots misclassified.**—Enter the percentage of plots misclassified.

**Acreage of land checked.**—Enter the acreage of land checked.

**Total error in acres.**—Enter the total of the acreage errors in the measurements.

**Percentage error in measurement.**—Enter the percent of errors made in measurement. Obtain this percentage by dividing the total error in acres by the total acres checked on the farm.

#### 4. SECTION 3.—REMARKS

Enter in the space provided any explanation necessary with respect to the data in Section 2 and any other information which will indicate the quality of the work of the reporter.

#### 5. SECTION 4.—CERTIFICATION OF PERFORMANCE REVIEWER

Enter, following the words "On the basis of my recheck of the work of the above reporter on this farm and on farms number ----- it is my opinion that he," whether, in the opinion of the performance reviewer, the work done by the reporter who originally checked the farm is satisfactory or unsatisfactory, or whether the reporter is in need of further training or instruction. This certification should not be made until at least two farms or portions of two farms have been rechecked. The certification should be the same on all Forms 547 executed for one reporter at one period of spot checking.

The county supervisor shall then affix his signature, enter his official title, and enter the date of the recheck in the spaces provided.

If Form 547 shows that errors of a minor nature were made by the reporter, the county supervisor shall go over such errors carefully with the reporter. The reporter shall make the necessary corrections on both the enlargements and Forms 512B and 512C and shall enter his initials in the lower right corner of the Form 547. In most instances of this kind it will not be necessary to have the reporter revisit the farm, but he should be notified of the fact that the errors have been charged against him.

A file of the copies of Form 547 shall be maintained in the county office. Such forms shall be filed alphabetically by the names of the reporters, and those for each reporter shall be arranged according to the dates entered in Section 4 thereof.

### PART X. STATE OFFICE AUDIT PROCEDURE

The sample lots of Forms 512B and 512C submitted by each county office shall be checked by the State office in the light of the instructions set out in this bulletin for the execution of such forms. Errors on Forms 512B and 512C shall be identified on the forms themselves by the entry with a red pencil of a number immediately above and to the right of the entry which is in error. All errors on a Form



512B or Form 512C shall be numbered in a sequence beginning with 1. A correction memorandum shall be prepared for each form which is found to be in error, showing the number of each erroneous entry thereon, wherein it is erroneous, and how it may be corrected. The correction memorandum shall be prepared in substantially the following manner:

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**CORRECTION MEMORANDUM**

(For Form SR-512B)

County: Pike

Farm Serial No. 118

Error No.	Nature of error and how to correct it
1-----	Should be under "Peanuts" instead of "Cotton."
2-----	Total in error—should be 98.4.
3-----	Signature of farm operator or authorized representative required.

REMARKS: Several entries on Form 512B are not clearly legible.

DATE: 7-15-41.

Initials of examining clerk: E. E. A.

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After the sample lots of Forms 512B and 512C for a county have been examined and correction memoranda prepared for those which are in error, the total number of errors on all such forms shall be determined. The average number of errors per form shall then be calculated by dividing the number of such errors by the number of forms checked. The State Administrative Officer, on the basis of this information and a consideration of the nature of the errors, shall determine whether all performance reports for the county in question shall be checked by the State office.

PART XI. SAMPLE FORMS

**Form 5-512-B**  
U. S. DEPARTMENT OF AGRICULTURE  
AGRICULTURAL CROPS AND ANIMALS  
CROPS DIVISION  
October 1940

**PERFORMANCE REPORT**  
**1941 AGRICULTURAL CONSERVATION PROGRAM—SOUTHERN REGION**

57-200-641  
(State and county code and farm serial number)  
2-102  
(Farm serial number)  
4 miles west of Winona  
(Location of farm)  
114.9  
(1940 tilled acreage)  
Sheet No. 1 of 1 blank sheets

**Section 1.—NAMES AND ADDRESSES OF OPERATOR AND LANDLORD:**

John A. Smith (Operator)  
Rt. 2, Winona, Ga.  
(Address of operator)

A. B. Johnson (Landlord, if other than operator)  
Winona, Ga.  
(Address of landlord)

**Section 2.—LAND USE AND DISPOSITION OF CROPS (See Reverse Side).**

**Section 3.—NONCROP OPEN PASTURE LAND:**

Field No.	ACREAGE		Field No.	ACREAGE	
	A	B		A	B
1			6		
2			7		
3			8		
4			9		
5			10		
			Total . . . 26.0		

**Section 4.—COMMERCIAL ORCHARDS:**

Field No.	Kind	ACREAGE		Field No.	Kind	ACREAGE	
		A	B			A	B
1	peach	10.0		6			
2				7			
3				8			
4				9			
5				10			
			Total . . . . .		10.0		

**Section 5.—REMARKS:**

1. John A. Smith: cane for sugar

2. 7/10 acre, oats for grain 2 acres,

3. peanuts for nuts 1 acre.

4.

5.

**Section 6.—SIGNATURES:**

1. June 19, 1941 (Date)  
John A. Smith (Operator)

2. June 19, 1941 (Date)  
S. M. Jones (Perfessioner)

3. June 26, 1941 (Date)  
Jane White (Entry clerk)

**Section 7.—RECORD OF FIELD RECHECK:**

1. Reason for recheck:  
(a) Request of producer ☐ present classification  
(b) Any other reason 1a, 2d, 3c

2. Portion of farm (or crops) rechecked none

3. Boundaries corrected: Fields 3c

4. Classifications corrected: Fields 3c

5. Boundaries and classifications corrected by Wilbur Jackson 11/3/41 (Date)

6. Acreages corrected by Mocha Thomas Nov. 7 1941 (Date)

**Section 8.—TILLED ACREAGE ADJUSTED:**

A		B	
1. Total tilled acreage . . . . .		114.9	
2. Normal crop acreage deducted:			
(a) Wheat: (Acreage) X (Factor) =			
(b) Rice . . . . .			
(c) Sugarcane or tobacco . . . . .			
3. Tilled acreage adjusted (line 1, col. B minus line 2, col. B) . . . . .		114.9	







Section 4.—Conservation materials and services furnished:

Kind of material or service		Quantity	Name of producer to whom furnished
1	Austrian winter peas	400#	John A. Smith
2			
3			
4			
5			
6			

Form SR-523  
U. S. DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Southern Division  
(November 1940)

869  
(Farm serial number)  
AKG-1-92  
(Enlargement number)  
4381  
(Planimeter number)

PLANIMETER RECORD SHEET

Field No.	Plot Designations and Acreages										Sum	In Field 1941	Total 1940
1	a	2.3	L	1.8									
	903	2.3	969	1.9							2.2		
	880	2.2	950	1.8							1.8		
	858	2.2	932	1.8							4.0		
													4.1
2	a	3.2	L	1.5	C	2.5							
	863	3.2	892	1.4	980	2.5					3.1	930	7.3
	831	3.1	878	1.6	955	2.5					1.5	857	7.2
	800	3.1	862	1.5	930	2.5					2.5	785	7.2
											7.1		
3	a		a	8.8	L	1.4	C	12.9	L	3.4			
	046	9.0	220	8.8	067	1.4	343	12.9	424	3.2			
	956	8.7	132	8.7	053	1.3	214	12.8	392	3.4			
	869		045	8.7	040	1.3	086	12.8	358	3.3			
3	L	1.0									8.7		
	102	1.1									1.3		
	091	1.0									12.8		
	081	1.0									3.3		
											1.0		
4	a	12.8	L	6.1							27.1		27.5
	459	12.7	246	6.2									
	332	12.8	184	6.1							12.7		
	204	12.7	123	6.1							6.1		
											18.8		18.9
5													
6	a	2.2	L	7.8		0.4							12.7
	470	2.4	778	8.1							2.3	355	10.5
	446	2.3	697	8.0							8.0	250	10.4
	423	2.3	617	8.0	Error						10.3	146	10.4
													10.0

7-8-1

(Date)

Lorraine Day  
(Signature of acreage computer)

Page 1 of 1







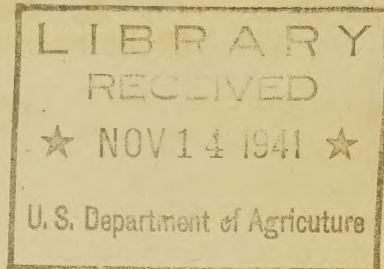
1.42  
508B  
yes.  
SRB-503B  
Supplement A - Alabama  
Amendment 1

Issued October 25, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

1941 AGRICULTURAL CONSERVATION PROGRAM

INSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE  
(Applicable only to farms in Alabama.)



SRB-503B, Supplement A - Alabama, is hereby amended as follows:

1. Item (b), subsection 6, Section C, Part III is amended to read as follows:

"(b) Perennial soil-conserving crops.

(1) Enter in column G the field number of each field established during the 1941 program year in kudzu, lespedeza sericea, white clover, or alfalfa in accordance with the specifications set forth in the State handbook for practice number 6, 7 or 8 or established during the 1941 program year in Johnson grass in areas designated by the State committee under the provisions of Supplement 7 to the State handbook.

(2) Enter in column I the field number of each field (other than those entered in column G) on which a crop of kudzu, lespedeza sericea, white clover or alfalfa, or in areas designated by the State committee a crop of Johnson grass, is properly maintained in 1941. Proper maintenance of kudzu, lespedeza sericea, white clover, alfalfa, or Johnson grass shall include the carrying out of proper cultivation practices to maintain a stand of such legumes or grass. Fertilizer and lime must be applied where needed.

Note: Where the field number entered in column G or column I is that of a field on which Johnson grass is established or maintained, as the case may be, the notation 1/2 shall be entered following the field number to indicate that credit is to be given at one-half the rate for kudzu, lespedeza sericea, white clover or alfalfa."



2. Sub-item (3), item (c), subsection 4, Section C of Part IV is amended to read as follows:

"(3) Enter in the space provided the amount of credit for establishment of the conservation measure indicated in each of the columns B, H, and L. These entries shall be determined by multiplying the total for the respective column by the applicable one of the following factors:

<u>Column</u>	<u>Factor</u>
B	2
H	8
L	10"

3. Item (c), subsection 4, Section C of Part IV is further amended by the addition of the following sub-item (4).

"(4) Enter in the space provided the amount of credit for maintenance of the conservation measure indicated in each of the columns D, J, and N. These entries shall be determined by multiplying the total for the respective column by the applicable one of the following factors:

<u>Column</u>	<u>Factor</u>
D	2/5
J	1-3/5
N	2

"(The entries provided for in this sub-item 4 need not be made for a farm unless the credit requirement with respect to erosion resisting acreage, construction of terraces, and establishment of perennial soil-conserving crops and permanent pastures under the 1941 program is not met.)"

Issued October 25, 1941, with the approval of the Administrator.

*I. W. Duggan*

I. W. Duggan  
Director, Southern Division